

WEESAW TOWNSHIP
SPECIAL MEETING
INTERVIEW FOR TWP ATTORNEY
01/13/2012

The meeting was called to order at 2:05 p.m. at the Weesaw Township Hall to interview Attorney Frank DeFrancesco for Twp Attorney, by supervisor Irene Oman.

No roll call was taken, but all board members were present.

1. Hourly Billing \$130.00
2. Office has three attorneys and 2 support staff.
3. Will review our policy manual-policy manual should be updated yearly.
4. Can do ordinance and zoning issues as well as all other legal issues.
5. Has malpractice insurance.
6. Will present itemized billing.
7. Years in practice: 29

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Melodie Culverhouse

Weesaw Twp Clerk

WEESAW TOWNSHIP
SPECIAL MEETING
INTERVIEW FOR TWP ATTORNEY
01/17/2012

The meeting was called to order at 2:00 p.m. at the Weesaw Township Hall to interview Attorney Sara Bell for Twp Attorney, by supervisor Irene Oman.

No roll call was taken, but all board members were present.

8. Hourly Billing \$160.00
9. Sara only attorney in office, 1 support staff
10. Will review our policy manual.
11. Can do ordinance and zoning issues as well as all other legal issues.
12. Has malpractice insurance.
13. Has worked at law clerk for many attorneys.
14. Husband also an attorney and make sure there is no conflict of interests when she takes on a case.
15. Years of practice: 8

Melodie Culverhouse

Weesaw Twp Clerk

Weesaw Township Board

Regular Meeting

January 18, 2012

Supervisor Oman called the meeting to order at 7:32 p.m.

The Pledge to the Flag was recited by all.

Set/Amend Agenda: Melodie requested we place approval of election workers for 2012 on the agenda.

Minutes need to be done for the two interviews we held from for our Township Attorney, as they were posted as Special Meetings.

Public comments on agenda items: No comments.

Roll Call Attendance

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse, Jack Jones

All board members were present.

Approval of minutes: December 20, 2011, Wanda requested we add the word "to" sentence about removing Mr. Clements from the

building and that he was removed. Supervisor Oman requested the Berrien County Deputies to remove Mr. Clements from the building, whereas the Deputies removed him.

Jane made the motion to accept the minutes, with changes, with Irene placing the second. Motion passed with all ayes.

Berrien County Sheriff Report: Printed-Sheriff L. Paul Bailey was present and reported that Weesaw had 20 complaints worked, one ticket issued and one arrest for the month of November 2011.

Sheriff Bailey reported that there have been an increase in break-ins at homes and businesses and it is important that people keep watch and report anything suspicious to the police department.

Sheriff Bailey stated that he had requested Angela Pasula attend our meeting as she is running for the judge position that Attorney Butzbach will be retiring from.

Judge Pasula gave us some history regarding her time on the bench; she is currently a District Court Judge and will be running for Circuit Court Judge.

UNFINISHED BUSINESS:

Township Rules Manual-Will be setting a February workshop.

Road Commission – Aspen Road and Ditching-waiting for information from Robert Forker.

Township Attorney – selection of replacement-It was noted that Attorney Defranciso would charge \$130.00/billable hour and Attorney Bell would charge \$160.00/billable hour. The consensus of the Board was that judging from the interviews, either attorney would be very good and we could recommend either.

Wanda stated that Attorney Defranciso had more experience with 29 years, with Attorney Bell having had 8 years.

Wanda made the motion to hire Attorney Defranciso, as our Twp Attorney, with Jack Jones placing the second. A roll call vote was taken with Jack and Wanda voting Aye and Jane, Irene and Melodie voting Nay.

Melodie made the motion to hire Sara Bell, as our Twp Attorney, with Jane placing the second. A roll call vote was taken with Jane, Irene, Wanda and Melodie voting aye, with Jack Jones voting nay.

NEW BUSINESS:

Clerk Culverhouse gave each of the board members a list of anticipated election workers, they are: Chair-Ruth Heidinger, Wanda Green, Terri Snyder, Ann Howell and Jeannine Krieger. Melodie made the motion to approve the workers with Jane placing the second. Motion passed with all ayes.

Correspondence: Drain Commissioner – Blue Jay Drain Consolidation-we will set a special meeting to discuss this.

Atty. Fette – Lach garage issue-On February 29th there will be a non-binding mediation hearing, to be held in Paw Paw. Irene, Bob Kauffman and Mike Metz will attend.

Set meeting date interviews for Building Inspector & Ordinance

Officer-the meeting for interviews will be held on February 2, 2012 at 9:30 a.m. at the Twp Hall.

Computer Maintenance bids: We will publish an ad in the Herald Palladium and Harbor County for hiring a computer maintenance person. Wanda will compose the specs for the computer maintenance and they will be available on the Web and at the Twp hall.

Assessor Resolutions-Three resolutions were presented for the board to review by our assessor Angela Kirby.

1. Resolution to provide for alternate starting dates. Wanda made the motion to approve this resolution with Jane placing the second. All members voting aye, motion passed with all ayes.
2. Resolution accepting letters of protest from Twp residents for March 2012 Board of Review. Melodie made the motion to support of this resolution, with Jane placing the second. All members voting aye, motion passed with all ayes.
3. Resolution updating state required poverty level income standards for property tax poverty exemption guidelines for tax year 2012. Wanda made the motion to support this resolution, with Jane placing the second. The motion passed with all board members voting aye.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances-Jane reported all accounts were reconciled. Jane requested we purchase a new file

cabinet for her office as the lock fell out and she had to break into the cabinet and it can no longer be repaired.

Jane requested a Fire Proof cabinet. Wanda made a motion to purchase a fire proof cabinet for up to \$1,000.00 with Melodie placing the second. A roll call vote was taken with all members voting aye. Motion passed.

Sherriff Bailey stated that fire proof file cabinets cost at least \$2,000.00 and maybe more.

CLERK: Melodie Culverhouse – Accounts payable:

General \$16,458.94, Fire \$5,229.33, Water Sewer \$3,028.92 and Baldwin \$13,171.00. Jack made the motion to pay the bills, as presented, with Wanda placing the second. A roll call vote was taken will all members voting aye. Motion passed.

meeting Emergency Management-No

1/19/12

Medic I-no meeting until

FIRE: Jack Hojara: Jack stated there were 4 calls for December, 2 PI's, 1 control burn and 2 false alarms.

Jack requested we purchase a new chainsaw as the one we now have is unsafe and should no longer be in service. Jane placed a motion to have Jack purchase the chainsaw from up to \$550.00 with Jack placing the second. A roll call vote was taken will members voting aye. Motion passed.

Jack presented a class for "School bus Extrication: and requested we send four firefighters to the class in Buchanan Twp. Melodie made the motion to send 4 firefighters to the class with Jane placing the second. A roll call vote was taken with all members voting aye. The motion carried. The cost of this training would be \$400.00 and would be held at the Buchanan Twp Fire/ Rescue department.

Melodie asked Jack if he was going to present the new firefighters he would like on our department. Jack went to get the information and we will handle this at the end of the meeting.

ROAD COMMITTEE: Gary Sommers – report – printed-a handout was presented that was made up by Jim Pastryk, as we did not have time to read this handout, a special meeting was set for January 31, 2012 at 7:00 p.m. to discuss this issue.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed- Paul stated that a special parks meeting will be held on January 30, 2012

at 7:00 p.m. to discuss the issues regarding the park. The parks committee will be requesting \$40,000.00 to be place in the 2012 budget, for matching grant funds along with money for upkeep and repairs.

PLANNING COMMISSION - Mike Metz – report-printed-the pond being dug on Cleveland Avenue was discussed. Mike will contact LSL for ordinances regulating ponds.

ZONING ADMINISTRATOR: Robert Kaufman – report-printed

BUILDING INSPECTOR: Bill Boyd, Jr.-No report (reported by Bob K)

ENFORCEMENT OFFICER: -No report (reported by Bob K)

SWAG: Mike Metz –no report

Jack Hojara presented three new firefighters for us to hire. Shane Penley, Izaac Florey and Corbin Penley. Melodie made the motion to hire the three firefighters, as present by Jack, with Jane placing the second. Motion passed with all ayes.

Public Announcements: None

Public Comments: One (1) minute limit per person per issue.

Wanda made the motion to adjourn the meeting at 9:30 p.m. with Jane placing the second. Motion passed with all ayes.

Respectfully submitted,

Melodie Culverhouse

Weesaw Twp Clerk

**WEESAW TOWNSHIP
SPECIAL MEETING
Road Committee Handouts
January 31, 2012**

Supervisor Oman called the meeting to order at 7:00 p.m.

Everyone recited the Pledge to the Flag.

Set/Amend Agenda: Nothing was changed

Roll Call Attendance:

Present: Irene Oman, Jack Jones and Wanda Green

Absent: Jane Tackitt and Melodie Culverhouse

Road Committee-continuation of regular meeting from 1/18/12, budget proposals: Jim Pastryk had presented the board with an informational packet at the regular meeting and it was decided at that time to hold a special meeting on January 31, 2012.

Information was discussed, and questions answered, on the compiled budget information.

Meeting was adjourned at 8:52 p.m.

Respectfully Submitted,

Terri Snyder, Deputy Clerk

**WEESAW TOWNSHIP
SPECIAL MEETING
Road Committee Handouts
January 31, 2012**

Supervisor Oman called the meeting to order at 7:00 p.m.

Everyone recited the Pledge to the Flag.

Set/Amend Agenda: Nothing was changed

Roll Call Attendance:

Present: Irene Oman, Jack Jones and Wanda Green

Absent: Jane Tackitt and Melodie Culverhouse

Road Committee-continuation of regular meeting from 1/18/12, budget proposals: Jim Pastryk had presented the board with an informational

packet at the regular meeting and it was decided at that time to hold a special meeting on January 31, 2012.

Information was discussed, and questions answered, on the compiled budget information.

Meeting was adjourned at 8:52 p.m.

Respectfully Submitted,

Terri Snyder, Deputy Clerk

Weesaw Township Board

Special Meeting

February 8, 2012

The meeting was called to order by Irene Oman at 7:00 p.m.

The Pledge to the Flag was recited by all.

Set/Amend Agenda: A motion to set the agenda was made by Jack Jones with Melodie Culverhouse placing the second. Motion passed with all ayes.

Roll Call Attendance

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse, Jack Jones

All board members were present.

Open Lawn Mowing Bids; Melodie opened the sealed bids giving the details of each bid along with the insurance certificates presented with each bid. There were seven bids received

After the bids were opened, only three bids provided the proper insurance required by the bid specifications.

Bids from Lawnscape Services LLC, L. Young Associates and Seeder & Company were reviewed.

Awarding of the Bid: A motion was made by Jack Jones to award Lawnscape Services the lawn mowing contract for the 2012-2013, with Jane Tackitt placing the second, a roll call vote was taken with all members voting aye.

“This contract may be terminated, by either party, with a thirty (30) day notice”, will be added to the bottom of the contract between Weesaw Twp and Lawnscape Services.

Public Comments: No comments were made.

Wanda made the motion to adjourn the meeting at 8:45 pm with Jack placing the second. Motion passed with all ayes.

Respectfully submitted,

Melodie Culverhouse

Clerk

**Weesaw Township Board
Special Meeting
February 8, 2012**

The meeting was called to order by Irene Oman at 7:00 p.m.

The Pledge to the Flag was recited by all.

Set/Amend Agenda: A motion to set the agenda was made by Jack Jones with Melodie Culverhouse placing the second. Motion passed with all ayes.

Roll Call Attendance:

**Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse, Jack Jones
All board members were present.**

Open Law Mowing Bids: Melodie opened the sealed bids giving the details of each bid along with the insurance certificates presented with each bid. There were seven bids received.

After the bids were opened, only three bids provided the proper insurance required by the bid specifications.

Bids from Lawnscape Services LLC, L. Young Associates and Seeder & Company were reviewed.

**Lawnscape Services LLC: \$2,600.00/ month for 7 months=\$18,200.00
L. Young Associates: \$26,000.00**

Seeder & Company: \$25,600.00

“This contract may be terminated, by either party, with a thirty (30) day notice”, will be added to the bottom of the contract between Weesaw Twp and Lawnscape Services.

Public Comments: No comments were made.

Wanda made the motion to adjourn the meeting at 8:45 pm with Jack Jones placing the second. Motion passed with all ayes.

Respectfully submitted,

**Melodie Culverhouse
Clerk**

**WEESAW TOWNSHIP
SPECIAL MEETING
INTERVIEWS FOR BUILDING INSPECTOR and
ORDINANCE ENFORCEMENT OFFICER**

February 9, 2012

The meeting was called to order by Supervisor Oman at 9:33 am.

Board Members present: Jane Tackitt, Wanda Green, Irene Oman, Jack Jones and Melodie Culverhouse.

Interview for Ordinance Enforcement Officer:

Three applications had been received: Angela Doyle, Kelli Alfaro and Kim Fowler.

Angela Doyle was interviewed, Kelli Alfaro did not attend, and Kim Fowler will be interviewed at a later date due to having to be in court at the time of our interviews.

Angela Doyle:

- 1. Was Code Enforcement Officer for the City of Benton Harbor, MI from 2005-2008.**

2. Is not currently employed.
3. Could be at the Board meetings and would present a written report.
4. Wages-\$10.00 - \$13.00/hour.
5. Would receive mileage while in the Township doing ordinance work.
6. Has no police training.
- 7.

There was only one application received for Building Inspector, Rodney Wilder.

Rodney Wilder:

1. Would need to get a provisional Building Inspector license. This should only take a short time to receive, as he has is already certified as an inspector. A letter would need to be written by Rodney and the Township, to the state, stating that he would be our building inspector.
2. Would take the required classes to get completely certified, which he would pay for.
3. Is Mechanical Inspector for Watervliet Charter Twp, Benton Charter Twp and Royalton Twp.-would have time to do our Building Inspection.
4. Has ICC Certification.
5. Is interested in doing our Mechanical Inspections also.
6. Will work for current pay schedule-Home Improvements 80% of permit fee, additions 80% of permit fee, new construction 80% of permit fee and Plan Review @ 100% of fee. For dangerous building inspections, the fee would be \$35.00/hr.

The board will interview Kim Fowler at 9:30 a.m. on February 15, 2012.

Melodie is to contact Guy Lewis, a past building inspector, ~~to see if now that~~ the township can cover his insurance, if he would be interested in becoming our inspector again.

Melodie spoke to Burnham & Flower Insurance Agency and with the new policy, Guy would be covered for liability under our policy, at no additional charge.

The board will discuss the candidates at the regular meeting on February 15, 2012.

The meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Melodie Culverhouse
Clerk

Weesaw Township Board

Regular Meeting

February 15, 2012

Supervisor Oman opened the meeting at 7:30 pm.

The Pledge to the Flag was recited by all.

Set/Amend Agenda:

Wanda Green made a motion to place the park discussion on the agenda, with Jack placing the support. Irene stated we had plenty of items on the agenda and felt we should have a special meeting for this.

A roll call vote was taken with Wanda, Jack and Jane voting aye and Melodie and Irene voting nay. Motion passed.

The park discussion was placed at the end of the new business portion of the agenda.

Public comments on agenda items:

Roll Call Attendance

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse, Jack Jones

All members present.

Approval of minutes: January, 13, 17, 18, 31 February 8, 9, 2012

Jack requested we change the word "from" to the word "for", in the paragraph regarding the interviews for the Township Attorney.

Wanda made the motion to accept the minutes, as corrected, with Jack placing the second. Motion passed with all ayes.

Berrien County Sheriff Report: Printed-Was reported later in the meeting when Deputy Edgerle arrived. It was reported that we had 17 complaints worked in Twp and 2 tickets issued for the month of December 2011.

UNFINISHED BUSINESS:

Township Rules Manual – set document review date-Date of March 5, 2011 was set to start working on the Twp Rules; meeting will be from 7:00-8:00 p.m.

Road Commission – Aspen Road and Ditching-Irene reported that Bob Forker had just gotten back from Florida and she didn't have any information to present at this time.

Drain Commissioner – Blue Jay Drain Consolidation-Irene reported that Roger Zilke had been out of the office and will be contacting him when he returns.

NEW BUSINESS:

Open Computer Maintenance Bids;

PC Consultants was the only bid received:

Option 1-Basic service-30 hours @ 100.00: \$3,000.00

Std. Response & Support

Option 2-Extended Service-50 hours @ \$95.00: \$4,750.00

24 Hour Response & Support

Option 3-Extended Service "Gold"-75 hours at \$90.00: \$6,750.00

24 Hour Response & Support

Option 4-Premium Service-100 hours @ \$90.00: \$9,000.00

8 Hour Response & Support

Option 5-Premium Service-200 hours @ 85.00: \$17,000.00

8 Hour Response & Support

We will table the computer maintenance until we can get more information and make calls to see if there are others interested in this work.

Approval Zoning Book Amendments:

Amend Fence Ordinance

Amend Land Division Ordinance-Ordinance #11

Amend Ordinance-Outdoor Boilers

Irene brought up some question and concerns-Mike Metz explained the wording and reasons for the language. This was tabled to the March meeting.

Park Discussion: Wanda stated her concerns with the park purchase, was not against having the park, but rather felt the people

should have the opportunity to vote on it as was promised by 2 Supervisors; and also the fact that Paul Pantaleo has shredded the survey documents, she felt this violated the record retention schedule. Afterward, Wanda Green read a motion to have a millage placed on the November 2012 ballot for millage to fund the park equipment.

Wanda Green read the following: "Due to the fact that the Township electors were not permitted the opportunity to vote on the purchase of the Weesaw Township Park, as was promised by both former Supervisor Heiniger and present Supervisor Oman on numerous occasions; and also due to the fact that there remain questions as to the legality of the park's purchase, I hereby make a motion

that the Weesaw Township Board put a two year .5 mill ballot question on the November 2012 Presidential Election ballot, in order to fund park equipment and act as matching funds for any grants which may be endowed (funds to be distributed under the supervision of the Weesaw Township Board). Thus, in this manner, we will allow the people's voices to be heard and not 5 people only. Further, the Clerk should contact the Township attorney promptly to obtain proper verbiage for both real and personal property for this ballot question. The verbiage should then be forwarded to County Clerk, Louise Stine, in the required timeframe in order for this ballot proposal to appear on the November 2012 Presidential Election ballot." The motion was then supported by Jack Jones. A roll call vote was taken, with all voting aye. Motion Carried. Prior to the vote, Paul Pantaleo wanted the Parks Committee to have an opportunity to have a say in the millage matter, but the motion went forward as was voted on.

A discussion followed with Paul Pantaleo asking if this motion could wait until we find out if .5 mills is what we need, but the motion went forward and was voted on.

Sandy McKamey stated she had spoken to Jon Mayes @ the DNR regarding the park purchase; Irene is to e-mail Mr. Mayes to follow up on this.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances-all accounts are in balance.

Jane reported that the date for tax collections was extended to February 29; she will be in the office from 9:00 am-5:00 pm interest will be charged after 5:00 p.m.

CLERK: Melodie Culverhouse: Accounts payable:

General \$14,579.24

Fire \$43,543.10

Water/Sewer \$3,955.62

Ambulance \$2,211.03

Wanda questioned the payment to L. Young and Associates because the fall cleanup has not been completed. Jack made the motion to withhold the last month's lawn mowing payment until the final clean-up has complete to the Board's satisfaction, as required in their lawn mowing bid and was promised in a January 16, 2012 letter from Terry Reise. Wanda placed the second and a roll call vote was taken with all board members voting aye.

Jack made a motion to approve payments, as reviewed, with Wanda placing the second. A roll call vote was taken with all board members voting aye.

Emergency Management-

Melodie reported that there was a report given on the tanker truck explosion that happened last summer in Sawyer.

The National Weather Service will be sponsoring the 2012 Severe Weather Poster Contest for all Michigan school children in 4th or 5th grades. The deadline is February 15th-the flyers are in the schools.

Medic I-Medic I will not increase the cost to Weesaw for 2012 the cost will still be \$26,535.00/yr.

March 2011 thru December 2011 there were 110 calls with YTD billings at \$65,109.98 and there were four (4) write offs for Weesaw.

FIRE: Jack Hojara-Jack reported that there were no calls for January.

Three companies were scheduled to give estimates to replace the man door in the fire department at the grass rig area, 1 did not show, 1 did not want to do the job. A bid from Nitz Design/Builders was received for \$1,812.00. Melodie made the motion to accept the Nitz Design bid with Jane placing the second. A roll call vote was taken with all board members voting aye.

A new firefighter application will be presented at the end of the meeting.

ROAD COMMITTEE: Gary Sommers – report – printed-It was reported that the committee is split on the Pardee Road project due to fund balance concerns.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed

PLANNING COMMISSION - Mike Metz – report-printed

ZONING ADMINISTRATOR: Robert Kaufman – report-printed

BUILDING INSPECTOR:

ENFORCEMENT OFFICER:

SWAG: Mike Metz –no report

Jack Hojara presented the board with an application for a new firefighter, Amanda Shipman. After a short discussion, regarding qualifications and training, Wanda made the motion to hire Amanda Shipman with Melodie placing the second. A roll call vote was taken with all members voting aye.

Public Announcements:

Public Comments: One (1) minute limit per person per issue.

Gary Sommers commented that the General Fund Equity has been in steady decline and deficit spending should be curtailed.

A budget workshop was set for March 17, 2012 at 9:30 am.

The Annual Meeting will be on March 31, 2012 at 1:00 pm.

The meeting was adjourned at 10:30 pm.

Respectfully submitted,

Melodie Culverhouse

Weesaw Twp Clerk

**Weesaw Township
Workshop for Twp Board Rules
March 5, 2012**

The workshop was called to order by Supervisor Oman at 7:00 pm.

Board Members present: Wanda Green, Irene Oman, Jane Tackitt and Melodie Culverhouse

Jack Jones was absent.

The following will read as changed:

II. MEETINGS

A. Regular Meetings.

The Board shall meet once a month in regular session as agreed upon by the Township Board. A yearly meeting schedule will be approved at the March meeting.

B. Special Meetings.

Supervisor Oman will research items in this section.

C. Place of Meeting. No changes will be made to this section.

D. Time of Meetings.

Supervisor Oman will research items in this section.

E. Change in Schedule of Regular Meetings. No changes will be made to this section.

III. PUBLIC NOTICE OF MEETINGS.

A. Regular Meetings.

The Clerk shall post a notice within 10 days after the first meeting of the Board in each fiscal year, indicating the dates, times and places of the Board's regular meeting schedule.

B. Schedule Change. No changes to this section.

C. Emergency Meetings. No changes to this section.

D. Notification to Media and Others.

Supervisor Oman to check to see if 3-mails may be used as notification.

IV. QUORUM, ATTENDANCE AND CALL OF THE BOARD.

A. Quorum. No changes to this section.

B. Attendance. This section will be taken out.

C. Call of the Board. This section will be taken out.

V. MEETING AGENDA.

A. Regular Meeting Agenda.

The Supervisor or Chairperson of meeting shall prepare the agenda of business for all regularly scheduled Board meetings. The agenda will be available seven days prior to the scheduled meeting. Any other Board member or representative of township committees, boards or commissions desiring to place a matter on the agenda shall notify the Supervisor of such items by 5 o'clock seven days preceding the next regular meeting. The order of such items on the agenda shall be the same as they were received by the Supervisor and be placed under the heading of "Unfinished Business" or "New Business" as appropriate.

B. Special Meeting Agenda. No changes to this section.

C. Distribution of Agenda and Materials.

Upon completion of the agenda the Clerk and or Supervisor shall immediately distribute copies of the agenda together with copies of reports, explanation, etc., that relate to the business matters coming to the Board. The Supervisor or Clerk shall place all materials in the appropriate board members mail slot.

We will begin on page number 4 at section D. Order of Business at the next workshop.

The meeting was adjourned at 7:58 pm.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk.

**Weesaw Township
Special Meeting
Cemetery Tree Removal
March 6, 2012**

Supervisor Oman opened the special meeting at 10:00 am.

Board Members present: Jane Tackitt, Wanda Green, Irene Oman and Melodie Culverhouse
Jack Jones was absent.

This meeting was to approve tree and debris removal caused by high winds.

Three estimates were presented:

1. Sidonian: \$800.00 has no liability insurance
2. Out on a Limb: \$1,000.00-with removal of limb on another tree (has insurance)
3. Schiller Nursery: \$550.00-with removal of limb on another tree (has insurance)

Wanda made the motion to accept the bid from Schiller Nursery for \$550.00 with Jane placing the second. A roll call vote was taken with all members present voting aye.

Meeting was adjourned at 10:03 am.

Respectfully submitted,

Melodie Culverhouse
Clerk

**Weesaw Public Hearing
Vickers Engineering Grant
March 14, 2012**

The meeting was called to order by Supervisor Oman at 7:15 pm.

Board Members present: Jane Tackitt, Wanda Green, Irene Oman and Melodie Culverhouse. Absent: Jack Jones

Mr. Dan Fette of the Berrien County Community Development Department was present to give us information on the grant that the State of Michigan awarded to Vickers Engineering in 2007 to help with the cost to have sewer provided to the company as they could not expand with the septic system that they had at that time. Weesaw was to administer the grant.

In 2006 Vickers purchased the old Stanley Knight building.

?????the economy was in hard times and Vickers was not able to add the 15 new employees that was a condition of the grant money awarded to them. The State extended the grant for (2) two years and now Vickers has a total of 136 employees with is well over the 15 employees needed to satisfy the grant.

Mr. Fette stated that the money had been expended properly and the state is satisfied and ready to close the grant.

Hopefully the grant will be closed by the end of March and will not show on our 2012-2013 financials.

No public was in attendance.

The meeting was adjourned at 7:19 pm.

Respectfully Submitted,

Melodie Culverhouse
Weesaw Township Clerk

**Weesaw Township
Building Inspector Interview
March 15, 2012**

The interview was called to order at 10:07 am by Supervisor Oman.

Members present: Jane Tackitt, Wanda Green, Irene Oman and Melodie Culverhouse.

Jack Jones was absent.

The interview was with a Mr. Michael Price who resides in Baroda and is a Licensed General Contractor, a certified welder and an electrical apprentice.

Mr. Price told us that he has restored homes that had been considered condemned and with his building experience he felt he was knowledgeable enough to become our building and dangerous building inspector.

Mr. Price said he was told by the state that he would be eligible to be licensed by the state as a building inspector.

Mr. Price was given the phone number of our current building inspector, Bill Boyd, so that he could call him to get further information on being a Building Inspector, since he has had no previous experience in this realm.

The interview was completed at 10:18 am.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk

Weesaw Township Board

Regular Meeting

March 21, 2012

Supervisor Oman called the meeting to order at 7:30 p.m.

The Pledge to the Flag was recited by all.

Set/Amend Agenda:

Public comments on agenda items: After hearing no additions or corrections to the agenda, Melodie made the motion to accept the agenda as printed. Jane placed the second and the motion passed with all eyes.

Roll Call Attendance:

Board members in attendance were: Wanda Green, Irene Oman, Jane Tackitt and Melodie Culverhouse, Jack Jones was absent

Approval of minutes: February 15 & 16, 2012, March 5, 6, 14, 15, 2012

Corrections to the minutes are as follows: February 15th on page 4 the word should be “split” not “splint” and on the March 6th minutes the heading should read “Special Meeting” not “Workshop”.

Wanda made the motion to accept the minutes, as corrected, with Jane placing the second. The motion passed with all eyes.

Berrien County Sheriff Report: Report was printed, no officer was present.

UNFINISHED BUSINESS:

Township Rules Manual-Irene stated we have started this project and it needs to be completed. The date and time for the project completion is: April 12, 2012 from 7:00-8:00 p.m.

Road Commission – Aspen Road and Ditching-Bob Forker is working to reduce the Inspection fees and suggested we only have the inspector present when the ditch is to be closed up. We would have to call BCRC to schedule the inspector when the contractor is ready to close up their work.

Drain Commissioner – Blue Jay Drain Consolidation-This project is on hold until we set up a committee to work with the Drain Commission on all projects.

Approval of Zoning Book Amendments:

Fence Ordinance, Land Division Ordinance and Outdoor Boilers:

Melodie read the Ordinance. Wanda Green made the motion to accept this Ordinance with Irene Oman placing the second. A roll call vote was taken with all members present voting aye.

The Land Division Ordinance was read by Melodie. The motion to accept this ordinance was made by Wanda Green with Melodie Culverhouse placing the second. A roll call vote was taken with all members present voting aye.

Computer Maintenance-A bid from Susan Videnovich was received: The cost would be a total of \$4,000.00/yr.- \$500.00 for the first two months and \$300.00 for the remaining 10 months.

This has been tabled so that the Board may interview Susan and PC Consultants.

NEW BUSINESS:

Building Inspector: Two building inspector candidates were interviewed for this position, Rodney Wilder and Michael Price. Melodie made the motion to hire Rodney Wilder, on a 90 day probationary period, with Jane placing the second. A roll call vote was taken with all members present voting aye. Jack Jones was absent.

Ordinance Enforcement Officer: Wanda made the motion to hire Kim Fowler as our Code Enforcement officer, on a 90 day probationary period, with Melodie placing the second. A roll call vote was taken with all members present voting aye.

Fund Balance Policy: The board was asked to read over the proposed Fund Balance Policy provided by Shafer & Layher. Melodie is to contact Mike Layher to schedule a workshop to go over the FB Policy.

Budget Amendments: A special meeting was scheduled for March 28, 2012 @ 7:00 to approve the 2011/2012 budget amendments.

Meeting Dates: Jane made the motion to approve the meeting dates for the 4th Wednesday of every month for the 2012-2013 year with the exception of December which will be the 3rd Wednesday and January 2013 the 5th Wednesday, Melodie placed the second with all members present voting aye.

Election Training Laptop Lansing May 16, 2012 9-1:00 Clerk & Deputy:

Jane made the motion to allow Melodie and Terri to attend the Laptop training, mileage and lunch will be paid, Wanda placed the second. A roll call vote was taken with all members present voting aye.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances: Jane reported that all accounts had been reconciled and she said the last checks, to be printed, for tax distribution would be done by the end of the week.

CLERK: Melodie Culverhouse – Accounts payable:

General: \$18,201.53

Fire: 5,953.21

Ambulance: 2,211.27

Baldwin: 150.00

Water/Sewer 4,031.85

Wanda made the motion to approve the checks written and account payable as presented, holding Nitz Design/Builders Seeder & Company checks until work completed, with Irene placing the second. A roll call vote was taken with all present voting aye.

Emergency Management:

Melodie reported that this might be the last year for the Lest We Forget as the cost has gone from \$50,000 to \$89,000. There will be a parade in St. Joseph that will go to Silver Beach on June 19th @ 6p.m. with all types of military vehicles being in the parade.

On April 17th there will be a table top exercise for a severe weather emergency held at the 2100 E. Napier complex.

On May 16th @ 8:00 a.m. there will be a Power Point Presentation on how businesses would handle an emergency at 2100 E. Napier-we will be inviting all businesses in our Twp to attend.

Medic I:

There were no calls for Weesaw in January.

Elections:

Melodie requested we pay the election workers \$9.50/hr. so the wages would be the same for general elections and school elections. Wanda placed the motion to pay the election workers \$9.50/hr. and the chair a \$25.00 bonus, with Irene placing the second. A roll call vote was taken with all members present voting aye. Jack Jones was absent.

FIRE: Jack Hojara: Jack reported there were two call for the month of February, one mutual aid and one smoke investigation. We will need to update our Turnout Gear in 2012 to meet the governments' requirement.

Jack requested approval to attend the FDIC conference on April 20, 2012; the cost to attend would be \$35.00 plus gas and meals. He would be taking the grass rig. Melodie made the motion to allow Jack to attend, this conference, and pay for his registration fee, food and gas with Wanda placing the second. A roll call vote was taken with all present voting aye.

ROAD COMMITTEE: Gary Sommers – report – printed: Gary stated that BCRC will be doing the double sealcoat on Pardee at their expense because we didn't have to spend much money on snow removal, this year.

Carl Streffling requested that we fix Elm Valley road to get rid of the large pot holes.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed:
Paul reported that he met Western Michigan University regarding our trails and that are excited about working with us on that project.

Paul stated that we need to replace signs for Mill Rd and Weesaw Twp parks and that the cost would be around \$165.00. He would also like to replace the balance of the swings and get a plastic tire swing at a cost of around \$600.00.

Melodie made the motion to purchase signs and swings at not more than \$765.00 and will be in 2011/2012 budget ,with Jane placing the second. A roll call vote was taken with all present voting aye.

PLANNING COMMISSION - Mike Metz – report-printed: Mike reported that the GIS system from BS &A software might need to be updated to be in full compatibility with the Berrien County system. There will be training for this program and possible costs for update of program.

ZONING ADMINISTRATOR: Robert Kaufman – report-printed: There were two permits issued, for a one new single family home and a pole building.

BUILDING INSPECTOR:

ENFORCEMENT OFFICER:

SWAG: Mike Metz –no report

Public Announcements:

Public Comments: One (1) minute limit per person per issue.

There were several public comments.

Adjourn: The meeting was adjourned at 9:27 p.m.

Respectfully submitted:

Melodie Culverhouse

Weesaw Twp Clerk



WEESAW TOWNSHIP

County of Berrien

13518 State Street, P.O. Box 38

New Troy, Michigan 49119

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WEESAW TOWNSHIP

March 24, 2012

Workshop to Review 2012-2013

Budgets

The workshop was called to order by Supervisor Oman at 9:31 am for the purpose of reviewing the proposed 2012-2013 budgets.

Members present: Irene Oman, Jane Tackitt, Wanda Green and Melodie Culverhouse. Jack Jones was absent.

Discussion on the proposed budget included input from the audience regarding road repair, fund balance, etc.

The workshop was adjourned at 11:36 a.m.

Respectfully submitted,

Melodie Culverhouse

Weesaw Twp Clerk

**Weesaw Township
Special Meeting
2011/2012 Budget Amendments
March 28, 2012**

The meeting was called to order, by supervisor Oman, at 7:00 p.m.

The Pledge to the Flag was recited by all.

No changes to the agenda were presented.

No public comments on the agenda items were heard.

Board Members present: Wanda Green, Irene Oman, and Melodie Culverhouse. At 7:06 p.m. Jane Tackitt arrived. Jack Jones was absent.

The original budget, for the Township, was \$482,896 and with the amendments the budget was \$289,325., a reduction of \$193,571.

The original budget for the Fire Department was \$124,780 and with the amendments the budget was \$71,565., a reduction of \$59,079.

The original budget for Water/Sewer was \$111,228 and with the amendments the budget was \$106,955., a reduction of \$4,273.

Jane made the motion to accept the amended budgets with Melodie placing the second. A roll call vote was taken with all present voting aye.

The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Melodie Culverhouse
Weesaw Township Clerk

Weesaw Township Annual Meeting March 31, 2012

The meeting was called to order at 1:00 p.m. by supervisor Oman.

The Pledge to the Flag was recited by all.

There were (4) four members of the Twp Board in attendance: Irene Oman, Melodie Culverhouse, Jane Tackitt and Wanda Green. Twelve residents were also in attendance.

Approval of Minutes: Mike Metz made the motion to accept the annual meeting minutes from 2011 with Jane Tackitt placing the second. Motion passed with all ayes.

Supervisor Remarks: Irene reported that the assessor, Angela Kirby, has almost completed the reassessment of the township properties and data entry into the county wide information system. Once completed, an annual reassessment of 20% of each of the following types of properties will be done: residential, agricultural and commercial.

Due to the resignations of the building inspector and enforcement officer it was necessary for the board to replace them. The new building inspector is Rodney Wilder and enforcement officer is Kim Fowler. Both will begin their duties on April 1, 2012.

This year, the township board will be focusing on updating the township board rules manual and the deteriorating buildings within the township.

The purging of old outdate documents that were stored above the hall has been completed by Terri Snyder and now the mouse population is very evident and active.

With our very mild winter, the Berrien County Road Commission has planned to complete the prime and seal coating of the section of Pardee Road that was ground up last year after some necessary ditching is done.

The Annual Meeting was closed at 1:11 p.m.

The 2012/2013 budget Hearing was called to order at 1:11 p.m.

The 2012/2013 budgets were presented. Each budget was discussed, it was stated that not all monies shown in the budget must be spent, but we need to have money in the budget for contingencies.

Comments from the audience were heard.

The meeting was adjourned at 2:28 p.m.

Respectfully submitted,

Melodie Culverhouse
Weesaw Township Clerk

**Weesaw Township
Special Meeting
April 2, 2012**

The meeting was called to order at 9:07a.m. by Supervisor Oman.

Members present: Jane Tackitt, Wanda Green, Irene Oman, Jack Jones and Melodie Culverhouse

After much discussion and Melodies' revisions to the General Appropriations Act, the following motion was made Melodie made a motion to approve the 2012-2013 General Appropriation Act and Budget's, conditional on the fund balance policy meeting with Mike Layher on April 23, 2012, if necessary, a budget meeting will be held to amend the budget. Irene seconded the motion. Roll call vote was taken-all ayes.

Melodie stated that she would give the following monthly reports to the Board: in addition to the Budget vs. Actual Report and Payables Report; she would also provide a report indicating all checks written during the month.

Wanda made a motion to adjourn the meeting at 10:01, seconded by Jack Jones. Motion carried all ayes.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk

**Weesaw Township
Special Meeting
October 4, 2012**

The meeting was called to order by Clerk Culverhouse, in the absence of Supervisor Oman, at 9:36 a.m.

Roll Call: Wanda Green, Jack Jones and Melodie Culverhouse-present, Jane Tackitt and Irene Oman-absent.

ITEMS ON AGENDA:

Fire Truck Repair Invoice:

Jack Hojara had contacted Trustee Jones and Clerk Culverhouse regarding the batteries on unit 2220 needing to be replaced, after the vehicle would not start when there was a fire call on October 2, 2012.

Nye's Autotechs installed (3) 950cca Batteries for \$348.00-the cost was only for the price of the batteries. As we do not have a charge, with Nye's, Chief Hojara requested we pay this bill a.s.a.p.

Melodie made the motion to pay the Nye invoice with Jack Jones placing the second. A roll call vote was taken with all present voting aye.

Downed Tree at New Troy Cemetery:

Two bids were presented for the removal of the downed tree.

1. Schillers Nursery and Tree Service: \$260.00
2. Sidonian Tree Service: \$375.00

Jack Jones made the motion to accept the bid from Schillers for \$260.00, Wanda Green placed the second. A roll call vote was taken with all present voting aye.

Boyle Lake Culvert:

A request from the BCRC for replacing 60' of 18" culvert that crosses Boyle Lake Road was presented.

The road committee could not find the culvert that the BCRC was talking about and Melodie called BCRC and was told the location of the culvert was 50-100 ft. from the Galien/Buchanan Road, and it was reported to be rusted out.

Melodie stated that Buchanan Twp was going to approve their portion of this culvert replacement at their meeting this evening.

Until we can see the culvert, in question, this project has been placed on hold and will require a special meeting to approve it.

Nimtz/Rantz Drain:

Melodie reported that the original resolution was approved at a meeting in August of 2011 and that the \$5000.00/mile repairs had been done by the BCDC, but the problem with flooding had not been corrected. One of the residents, Mr. Williams, has been in the office several times complaining that the problem had not been taken care of.

Gary Sommers felt a new petition, signed by the people around Mr. Williams would need to be presented to the BCDC before we could approve this resolution, Melodie to contact Berrien County Drain Commission.

This project was also placed on hold until more information is obtained.

Zoning Application Fee Resolution:

After much discussion, it was decided a special meeting would need to be called to finish up this resolution.

Wanda Green made the motion to adjourn, the meeting, at 10:04 a.m. with Jack Jones placing the second.

Respectfully submitted,

Melodie Culverhouse
Clerk

**Weesaw Township
Workshop for Twp Board Rules
April 17, 2012**

The workshop was called to order by Supervisor Oman at 7:00 pm.

Board Members present: Wanda Green, Irene Oman, Jane Tackitt and Melodie Culverhouse and Jack Jones

We started on page 4 part D, Order of Business; we still have several pages to work thru and will have another workshop from 7-8 p.m. on May 9th.

All changes will be done and typed at the time we complete the new Weesaw Rules manual.

The meeting was adjourned at 8:02 pm.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk.

Weesaw Township Board

Regular Meeting

April 25, 2012

Supervisor Oman called the meeting to order at 7:30 p.m.

The pledge to the Flag was recited by all.

Set/Amend Agenda: Melodie made a motion to add the 2012 Landfill Passes to the agenda. Jane placed the second, motion passed with all ayes.

There were no public comments on agenda items.

Roll Call Attendance

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse,
Jack Jones

All board members were present.

Approval of minutes: February 15 & 16, 2012, March 5, 6, 14, 15, 2012

Irene made the motion to approve the minutes for the six meetings listed above. Jane placed the second, motion passed all ayes.

Berrien County Sheriff Report: Printed-No officer was present.

UNFINISHED BUSINESS:

Township Rules Manual-The board will continue to work on the Township Rules Manual at our next workshop on 5/9/12 @ 7:00 p.m.-8:00 p.m.

Drain Commissioner – Blue Jay Drain Consolidation-Waiting for Weesaw to

form a committee-Paul Kugler is finding five people to be on this committee.

Fund Balance Policy-Tabled for a workshop to be held on May 9th from 8:00 p.m.-9:00 p.m. after the Rules Manual Workshop.

Drain Resolution-Wolf Creek and Garfield Drain-Much discussion from the audience-the Board will send a letter, to Roger Zilke, with the bid received by Art King to see if we can just do a portion of what is being proposed by the Drain Commission. Irene will write the letter. Wanda made a motion stating that the board must approve the letter with Melodie placing the second, passed all ayes.

Art King stated that all of Wolf Creek does not need to be cleaned out.

Park Millage: Millage Proposal was sent to Gordon Schreiber at Equalization and was approved. Melodie to contact Mr. Schreiber to see if it is really an increase and if all personal and real property will be assessed the way the proposal is written.

Landfill Passes: Jack made the motion to approve the \$25.00/household landfill pass for April 1, 2012 thru March 31, 2013 with Wanda placing the second. A roll call vote was taken with all board members voting aye.

NEW BUSINESS:

Township Cemetery Sexton: Melodie reported that our current sexton has stated that he will be giving up this position. A new sexton will need to be advertised for-we will need a job description before we can place the ad. When we hire a new sexton we will need to contact all funeral homes to let them know the payments for openings and closings will be made to the township and we will pay the new sexton as an employee, this is a state mandate.

Township Budget Preparation Policy-This should be added to the Township Rules Manual.

Baldwin Water Assessment District: ~~A letter was sent out by our Township Attorney, Sara Bell, on Friday.~~ Supervisor Oman drafted a letter to the Gnodtkes regarding not being hooked up to the Baldwin Water system, this letter was approved by our attorney, Sara Bell, and mailed to them on April 27, 2012.

Schaffer & Layher-Audit proposal: The audit proposal was for \$8,500.00 for the budget year of 2011-2012. Melodie made the motion to accept the audit proposal for \$8,500.00 from Schaffer & Layher, Jane placed the second. Roll call vote-all ayes.

We might look into getting a bid for 2012-2013 from the state to do our audits to save money.

BCRC-Critical Bridge Funding-Elm Valley & Log Cabin: The motion to approve the resolution supporting the Elm Valley Bridge over Dowling Creek was made by Jack Jones, Melodie Culverhouse placed the second. Roll call vote-all ayes.

A motion to approve the resolution supporting the Log Cabin Road Bridge over East Branch of the Galien River was made by Irene Oman, Jack Jones placed the second. Roll call vote-all ayes.

Building Inspector Contract-Item tabled.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances: All accounts were reconciled.

Clerk: Melodie Culverhouse:

Accounts payable:

Jack Jones made the motion to accept the bills as presented, Jane placed the second. Roll call vote with all ayes.

General	\$13,194.01
Ambulance	\$1,279.40
Fire	\$9,698.14
Water/Sewer	\$38,018.90

Emergency Management-Melodie did not attend the meeting but will be taking representatives from Vickers and Tru Die to training for emergency procedures at a business on May 16, 2012.

Medic I: Weesaw had 4 ambulance calls and zero wheelchair calls in March 2012.

FIRE: Jack Hojara: There were five calls for the month of March.

Jack got the estimate to replace the turnout gear, the cost will be around \$1,500.00 for each set-the total cost will be around \$27,000.00. Prices will be good for 60 days from 4/23/12.

ROAD COMMITTEE: Gary Sommers – report – printed-Wants meeting set up with BCRC.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed-
Paul requested mileage reimbursement to go to a seminar at Grand Valley State on May 15th for waterways and wetlands. Irene made the motion to pay Paul for mileage to attend this seminar, with Melodie placing the second. A roll call vote was taken with Irene, Jack and Melodie voted yes, and Jane and Wanda voted no, motion passed.

Paul felt that the mowing of both parks was not being done properly.

The Weesaw Park was certified as a wildlife habitat. Paul requested signs be purchased to show that we are a Natural Wildlife Habitat. 9X12 signs would be \$27.00 and a 14 x 8 sign would be \$105.30. Jane made the motion to purchase the \$27.00 sign, Wanda placed the second. Roll call vote-motion passed with all ayes.

Requested Paul get cost to get sleeve to cover the chains for the tire swing.

PLANNING COMMISSION - Mike Metz – report printed

ZONING ADMINISTRATOR: Robert Kaufman – report printed

BUILDING INSPECTOR: Rodney Wilder-report printed

ENFORCEMENT OFFICER: Kim Fowler-report printed.

SWAG: Mike Metz –no report

Public Announcements: None

Public Comments: One (1) minute limit per person per issue.

Mike Metz said we need to make a decision as to who was going to learn the GIS system for the cemetery and that he felt we needed two people to be trained. We also need to find out what the cost would be to upgrade the GIS.

Wanda made the motion to adjourn, with Jack placing the second at 10:27 p.m.

Respectfully submitted,

Melodie Culverhouse

Weesaw Twp



WEESA W TOWNSHIP
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Weesaw Township
FUND BALANCE WORKSHOP
April 23, 2012

Supervisor Oman called the workshop to order at 9:00 a.m.

Board members present: Jane Tackitt, Wanda Green, Irene Oman, Jack Jones and Melodie Culverhouse.

This workshop was called to discuss the Fund Balance Policy for Weesaw Twp.

Mike Layher, from Shafer & Layher, was present and went over the definitions for Committed, Assigned and Unassigned monies in our budgets.

Mr. Layher suggested we approve cost centers, instead of individual line items, so we can just move monies around in the cost center. We would not change the cost center amount, unless it was necessary.

We will approve the Fund Balance percentages, that the board would like to have, at our general meeting, April 25, 2012.

The workshop was adjourned at 10:26 a.m.

Respectfully submitted,

Melodie Culverhouse

Weesaw Township Clerk

Weesaw Township
Workshop for Twp Board Rules
March 5, 2012

The workshop was called to order by Supervisor Oman at 7:00 pm.

Board Members present: Wanda Green, Irene Oman, Jane Tackitt and Melodie Culverhouse

Jack Jones was absent.

We started on page one and will begin on page number 4 at section D. Order of Business at the next workshop.

All changes will be done and typed at the time we complete the new Weesaw Rules manual.

The meeting was adjourned at 7:58 pm.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk.

**Weesaw Township
Workshop for Twp Board Rules
May 9, 2012**

The workshop was called to order by Supervisor Oman at 7:01 pm.

Board Members present: Wanda Green, Irene Oman, Jane Tackitt and Melodie Culverhouse and Jack Jones

We began on Page 11 Section D. Rules on Procedural Motions and completed thru page 16. Many questions must be answered prior to voting on the new Weesaw of Weesaw Township Board Rules.

All changes will be done and typed at the time we complete the new Weesaw Rules manual.

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk.

Weesaw Township

**Workshop for Twp Board Rules
May 9, 2012**

The workshop was called to order by Supervisor Oman at 7:01 pm.

Board Members present: Wanda Green, Irene Oman, Jane Tackitt and Melodie Culverhouse and Jack Jones

We began on Page 11 Section D. Rules on Procedural Motions and completed thru page 16. Many questions must be answered prior to voting on the new Weesaw of Weesaw Township Board Rules.

All changes will be done and typed at the time we complete the new Weesaw Rules manual.

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk.

**Weesaw Township
Computer Support Interview
May 16, 2012**

The interview was called to order at 3:38pm by Supervisor Oman.

Members present: Jane Tackitt, Wanda Green, Irene Oman and Melodie Culverhouse and Jack Jones.

The interview was with a Susan Videnovich who resides in Baroda.

Susan stated that she works from her home and has flexible hours and would be available for immediate telephone support and on-site assistance within a couple of hours.

Susan's hourly rate would be \$85.00 per hours with only a one hour minimum on-site charge; she also gave us a cost of \$500.00 a month for two months and \$400.00 for each of the following 10 months for a cost of \$4,000.00 per year, if

we wanted to have a yearly contract. Some of the board members thought we should go the hourly rate and not the yearly rate.

Susan has given the Township permission to run a background check, on her, and would provide bonding and business liability insurance if we hired her.

We will interview the other two bids at a later date.

The interview was completed at 4:08 pm.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk

Weesaw Township Board

Regular Meeting

May 23, 2012

Supervisor Oman called the meeting to order at 7:30 p.m.

The Pledge to the Flag was recited by all.

Set/Amend Agenda: Wanda made the motion to accept the agenda with Melodie placing the second. Motion passed with all ayes.

Public comments on agenda items: No comments

Roll Call Attendance:

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse, Jack Jones-all members were present.

Approval of minutes: April 25, 2012, May 9, 2012, May 9, 2012 and May 16, 2012.

A correction to the April 25, 2012 minutes: Page 2 Baldwin Water Assessment District: Supervisor Oman drafted a letter to the Gnodtkes regarding not being hooked up to the Baldwin Water system, this letter was approved by our attorney, Sara Bell, and mailed to them on April 27, 2012.

Motion to approve the minutes of April 25, 2012, as revised, and meetings for May 9, May 9 and May 16, 2012 was made by Jack Jones with Jane Tackitt placing the second. Motion carried with all ayes.

Berrien County Sheriff Report: Printed-Deputy Sullivan presented the BC Sheriff's report and stressed that with many more people out and about, it is wise to watch what is going on around your neighborhood, and if you see anything suspicious, call 911.

UNFINISHED BUSINESS:

Township Rules Manual – continuing – parliamentary procedure research-Irene will be going to the library to find copies of other procedures and let the board look at them.

Drain Commissioner – Blue Jay Drain Consolidation – committee is still being formed, set meeting with Roger Zilke.

The board should know who has accepted, being on this committee, and have input on who should serve. This will be an advisory committee, just like the road committee. *Irene to get a list of members.*

Fund Balance Policy: A meeting date of July 13th at 10:00 am has been set, to continue the discussion on the Fund Balance Policy.

Drain Resolution – Irene stated that the Drain Commission is going to work with Art King and spend the allotted \$5,000.00 and if that does not take care of the problems a new drain resolution will be forthcoming.

Park Millage ballot language: Wanda Green made the motion to accept the wording of the park millage that was read by Clerk Culverhouse, as presented by Gordon Schreiber and Attorney Bell, with Jane placing the second. A roll call vote was taken, motion passed with all ayes.

Township Cemetery Sexton: Derek Loraff has consented to continue to be our cemetery sexton, *Derek will be paid as a contractor and receive a 1099*, he presented a list of the 2012 fee schedule he would charge. Question regarding the additional charges for a late notice were presented, Melodie is to check into what the criteria for late notice is, and have Derek spell this out. Melodie made the motion to accept Derek's proposal, with the late notice clarified, Jack Jones placed the second. A roll call vote was taken, motion passed with all ayes.

Melodie reported that Merritt Engineering had been in and looked over our current cemetery maps, and will be sending a proposal to do a Cad drawing, as the maps cannot be scanned in their present condition.

Baldwin Water Assessment District – Lake Township update: John Gast, from Lake Twp, has contacted the Gnodtkes, letting them know that their spaghetti line will be terminated, confirmation of the date

will need to be determined, and they will have to hook up to the Baldwin Water system.

Building Inspector Contract – after 90 days June 27 meeting: Our building inspector, Rodney Wilder, has presented a contract to be signed, his 90 day probationary period will be up at the end of June. We will vote on this contract at our June board meeting. *The contract can be cancelled, by either party, with a 90 day notice.*

NEW BUSINESS: *Truth in Taxation Meeting-Melodie to contact assessor to set a date.*

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances: All bank accounts were reconciled. Jane stated that the 2011 audit has begun.

CLERK: Melodie Culverhouse: Accounts payable

General A/P and Checks: \$11,157.27

Fire: \$2,279.59

Ambulance \$2,211.27

Baldwin \$69.00 (bank service charge) Melodie reported that she is doing a Bank Charge Spreadsheet, so Jane can contact Fifth Third and get all the charges reversed.

Jane made a motion to approve the A/P and Checks written, as presented, with Irene placing the second. A roll call vote was taken, motion passed with all ayes.

Emergency Management: The May 15th meeting was mostly on the Senior PGA Tournament-The May 16th meeting was for all businesses in the Berrien County area to help them set up an emergency plan. Melodie took a representative from Vickers Engineering and the Lehman family group of companies. **Medic I:** The Medic I meeting will be held on Thursday, May 24th.

Melodie informed the board that she had the lock changed on the treasurer's office, as some questions were being asked as to who might be on that computer, as 3 CD's showed up to be burned. Actually Jane and our auditor had tried to burn the CD's. Now no one, but Jane and her deputy, have access to her office. The deposit's, to be made, will be placed in the fireproof file cabinet in the main office.

Everything on Jane's computer is password protected so no one could actually get into her computer.

Backup must be done weekly.

FIRE: Jack Hojara: There were three calls for the month of April, 1 mutual aid, 1 PI and 1 illegal burn.

The Memorial Day Parade will be on Sunday May 27th at 2:00.

Extraction training will be held on June 7th, Lake, Baroda and Weesaw will be taking this training.

ROAD COMMITTEE: Gary Sommers – report – printed-A discussion on the Road Committees portion of the Web Site, some of the pictures were deleted and they felt this was censorship; the pictures were of trash along our roads. *Irene said she felt that the pictures did not show the good in Weesaw and had deleted them. Irene stated that "I am paying for the web site". A number of people stated that there should be a disclaimer saying that it is not owned or governed by the township board and that Irene is hosting the website. Other discussion regarding this issue was heard.*

On the spring road tour, with the BCRC, it was decided that the ditching should be done before the hot mix and sealcoat on Pardee. BCRC is to pay for this.

Aspen and Lynn are doing well.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed: Paul requested \$2,140.00 for the engineering, for the trails for the park; this would cover 20 hours of their time. Much discussion, no decision was made.

Vickers will be using the park on June 23rd for their company picnic.

There are 2 people willing to do grant writing for the DNR Development Grants for the trail. *When asked what the cost of grant writing would be, Paul stated no cost at this time.*

PLANNING COMMISSION - Mike Metz – report-printed

ZONING ADMINISTRATOR: Robert Kaufman – report-printed

BUILDING INSPECTOR: Rodney Wilder-Rod gave the board a dangerous building inspection report he wanted to use and requested the board approve this form.

Melodie made the motion to approve the form, as presented, with Irene placing the second. Motion carried with all ayes.

ENFORCEMENT OFFICER: Kim Fowler

SWAG: Mike Metz –no report

Public Announcements:

Public Comments: One (1) minute limit per person per issue.

1. Comments about setting priorities for the Park.
2. *Mike Metz stated the Vickers Company Picnic would be based at the Community Center and they would not put any structures on the park property.*
3. *Gary Sommers asked about liability insurance and no answer was given.*
4. *Paul Pantaleo was to get documentation from the state stating that the park is handicapped accessible.*

Wanda made the motion to adjourn at 10:01 pm with Jack placing the second. Motion passed-all ayes.

Respectfully submitted,

Melodie Culverhouse

Weesaw Twp Clerk

Note: All changes, of these minutes, are in italics

**WEESAW TOWNSHIP
Special Meeting-Computer IT Support
May 24, 2012**

The meeting was called to order at 10:03 am by supervisor Oman.

Board members present: Jane Tackitt, Wanda Green, Irene Oman, Jack Jones and Melodie Culverhouse

PC Services is a full service computer service and has been in business for 22 years.

PC Services would come in and do a check on each of the computers and check to see if we have proper security and adequate protection. Fred felt this should take about one hour to complete. He would also check out our backup system.

The hourly rate is \$120.00/hour.

PC Services carries liability insurance and will allow us to do a background check on the company.

The meeting was adjourned at 10:49 am.

Respectfully submitted

Melodie Culverhouse
Clerk

**WEESAW TOWNSHIP
Special Meeting-Computer IT Support
May 31, 2012**

The meeting was called to order at 10:03 am by supervisor Oman.

Board members present: Jane Tackitt, Wanda Green, Irene Oman, Jack Jones and Melodie Culverhouse

PC Consultants is a full service computer service and has been in business since March of 1989.

PC Consultants would come in and do a check on each of the computers and check to see if we have proper security and adequate protection. Reggie felt this should take around three hours to complete. He would also check out our backup system.

The Option 1 Block Time Options would be 30 hours @ 100.00/hr. and the block would be for \$3,000.00. If we would go over that he would charge the difference between the 30 hour option and the 50 hour option which is \$4,750/hr.

PC Consultants carries liability insurance and will allow us to do a background check on the company.

The meeting was adjourned at 10:50 am.

Respectfully submitted

Melodie Culverhouse
Clerk

Weesaw Township
Special Meeting
Lach Litigation
June 11, 2012

The meeting was called to order by Supervisor Oman at 10:00 am.

Purpose of Meeting: To discuss settlement strategy for Lach property litigation.

Members present: Jane Tackitt, Irene Oman, Jack Jones and Melodie Culverhouse.
Wanda Green was absent.

Jessica Fette, the attorney handling the Lach litigation, was present.

Melodie made the following motion: I move that the Board meet in closed session under Section 8(e) of the Open Meetings Act, to consult with our attorney regarding trial or settlement strategy in connection with Weesaw Township v. Jan and Helena Lach, Court File Number 11-0306-CE-D. Jane placed the second, a roll call vote was taken with all members present voting aye.

At 10:02 the special meeting was closed so that the board could go into a closed meeting, at which time Mr. Lach and his daughter were moved to the fire station.

The special meeting was reopened at 10:32 am, and the Lach's were returned to the meeting room.

Attorney Fette told the Lach's that she would be contacting their attorney with our counter-settlement offer.

The meeting was adjourned at 10:33 am.

Sincerely,

Melodie Culverhouse
Weesaw Twp Clerk

Weesaw Township Board

Regular Meeting

June 27, 2012

Meeting called to order at 7:32 p.m.

Pledge to the Flag-recited by all

Set/Amend Agenda: Public comments on agenda items-no comments.

Jack Jones made the motion to accept the agenda as printed with Irene Oman placing the second. Motion passed with all ayes.

Roll Call Attendance

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse,
Jack Jones

All Board members present.

Approval of minutes: May 23, 2012, May 31, 2012, June 11, 2012 & June 20, 2012

Jack Jones made several corrections to the May 23, 2012 minutes. Jack made the motion to accept the minutes, with the May 23rd corrections, Wanda placed the second. Motion passed with all ayes.

Berrien County Sheriff Report: Printed-was presented after the Fire Department Presentation when Deputy Sullivan arrived.

Fire Department Presentation: Kenneth Van Haitsma and Rodney Watson from TransCanada presented a check for \$3,000.00 to the Fire Department to help defray the cost of the new turnout gear the fire department needed. TransCanada has been very generous with grants for the department. In the last three years we've received over \$14,000.00 in grants.

UNFINISHED BUSINESS:

Township Rules Manual – continuing – parliamentary procedure research-Irene had gone to the Bridgman Library and the only book that was available was Roberts Rules. Irene then went to St. Joseph and brought back three other parliamentary procedure books. The books will be in the clerk's office for the board to review.

Drain Commissioner – Blue Jay Drain Consolidation - Roger Zilke
to set public information meeting-

Paul Kugler has asked 5 people to be on the drain committee and is still waiting for 2 others to respond to him. The board is requesting that Dale Seifert be on this advisory board. We need people on this board who will present both sides of any issues, to the board. This is a fact finding committee, no decisions will be made by this committee.

Fund Balance Policy - reschedule meeting-July 24, 2012 is the
new date for this meeting.

Baldwin Water Assessment District – working with Gnodtke-a
meeting with Calvin, Sara Bell, Angela Kirby, Irene Oman and Jack Jones is set for June 28th.

Building Inspector Contract – after 90 days June 27 meeting-A
motion to approve the Building Inspectors Contract, until November 20th, 2012, when the new board will be installed, was made by Melodie with Jack placing the second. A roll call vote was taken with all board members voting aye.

Cemetery: Two proposals were presented to the board for a Cad system for the cemetery. Merritt Engineering came in at 1,500.00 and Abonmarche being \$1,400.00. It was decided that Merritt Engineering has done a great job for us, on many things, that for the difference we would go with Merritt. Wanda Green made the motion to use Merritt Engineering with Jack placing the second. A roll call vote was taken with all board members voting Aye.

IT Consultant: Melodie made the motion to accept the PC Consultants proposal for option 1 at \$3,000.00 per year, with Jack placing the second. A roll call vote was taken with all board members voting Aye. We will be placing a 90 day termination clause, for either side, into the contract.

NEW BUSINESS: Truth in Taxation-Our assessor, Angela Kirby, presented what having a hearing would change for our taxes. If we do not have a hearing, the tax rollback would be permanent reduction. The average taxpayer, with a taxable value of \$50,000.00 would be saving around \$.87 annually.

A Truth in Taxation hearing will be held at 7:00 p.m. on July 25th prior to the regular board meeting.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances-All accounts are reconciled. Jane stated that the summer tax bills would be going out next week.

Jane has appointed Michelle Tackitt as her new Deputy Treasurer at \$10.00/ hr.

CLERK: Melodie Culverhouse –

Accounts payable/Checks: General	\$16,716.98
Fire	\$ 5,115.94
Water/Sewer	\$11,421.43
Ambulance	\$2,211.27

Jane made the motion to pay the bills, with Jack placing the second. A roll call vote was taken with all board members voting Aye.

Emergency Management: Melodie reported on the opening of the Silver Creek center at the Four Winds Casino-Rod Stewart will be the first act to play on the main stage; there is seating for 1,500 people.

Melodie also reported on the Buchanan HS mercury spill on March 7, 2012.

Medic I: Fifteen calls were made in May.

FIRE: Jack Hojara-There were four calls in May. Jack reported that the DNR gave him permission to place a No Open Burn Ban, into effect, as of today. We will also be recommending that people do not set off fireworks.

ROAD COMMITTEE: Gary Sommers – report – printed-Gary reported that the BCRC has completed the project from Pardee to Elm Valley as promised.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed-Paul reported that Vickers had the company picnic and loved being able to stay in New Troy for this event.

Vickers had all steel sandblasted and repainted in bright colors, mowed the lawn. There was around \$4,000.00 worth of work completed at the park. We will be receiving a donation check for \$2,000.00 to pay the sandblasters the rest of the work that was done ~~was a done~~ at Vickers expense. Vickers would like to continue to work with the parks committee to develop the park. The slide was blocked off so no one could use it.

The parks committee and the township will be sending thank you letters to Vickers for beautifying the park.

Paul also told us that on June 29th there would be a work committee at the Mill Road Park to get the park back to what it should be, as he felt the lawn mowing people had not been doing their job.

Paul, again, requested \$2,140 for Abonmarche to layout the new trails for the New Troy Park.

After much discussion, Melodie made the motion to hire Abonmarche, at a cost of \$2,140.00, to engineer the trails for the Weesaw Twp Park with Irene placing the second. A roll call vote was taken with all members voting Aye.

PLANNING COMMISSION - Mike Metz – report-printed-Mike reported that there is Planning Commission training in Battle Creek, August 7, 2012, and that he and Calvin would like to attend. The cost is \$79.00/person. MaryAnn said she would like to attend as long as her health allows it, Melodie said she would like to take her place if she could not attend. Melodie made the motion to allow four people to attend the training, in Battle Creek, at a cost of \$79.00/each and pay for mileage, Irene placed the second. A roll call vote was taken with all members voting Aye.

ZONING ADMINISTRATOR: Robert Kaufman – report-printed

BUILDING INSPECTOR: Rodney Wilder-printed

ENFORCEMENT OFFICER: Kim Fowler-no report

SWAG: Mike Metz –no report

Public Announcements: None

Public Comments: One (1) minute limit per person per issue.

1. Jack Hojara commented that we had just approved \$29,000 for the firefighters and that spending \$2,100 for the kids was great, anything to keep them away from the television.
2. Paul requested that the Treasurer's report show the bank balance and the CD's for each account.
3. John Vitek-concerned about dirt bike track-Mike Metz-this will be handled under the Special Land Use Ordinance.
4. Jack Hojara presented two new firefighters-Mike Woodlan-has some training with the Marines. Don Johnson-all Hazmat and firefights 1 & 2 training complete. Wanda made the motion to hire Mike and Don with Melodie placing the second. Motion passed with all Ayes.
5. Wanda requested we place the Web Page on the agenda for the July meeting.

Adjourned @ 9:44 pm

Respectfully submitted,

Melodie Culverhouse

Weesaw Twp Clerk

Date corrected 7/27/12 9:37 am

Amendment to July 11 [June 11?], 2012 Lach Meeting

The following motion was presented after the special meeting was reopened.

Melodie made a motion to reject the settlement offer as stated, but proposed to defendants, to

counter-settlement offer with expended terms. Jane placed the second and a roll call vote was taken with Jane, Irene, Jack and Melodie all voting aye.

Weesaw Township Board

Regular Meeting

July 25, 2012

The meeting was called to order by Supervisor Oman at 7:30 p.m.

Pledge to the Flag: Was recited by all.

Supervisor Oman requested the meeting be over by 8:30 p.m., as she and treasurer Tackitt, had family obligations.

Set/Amend Agenda: Melodie made the motion to accept the agenda as printed, with Jane placing the second. Motion passed-all ayes.

Public comments on agenda items: None

Roll Call Attendance

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse, Jack Jones

All members were present. **Approval of minutes:** June 27, 2012- Corrections: page 3 of minutes-struck out: "was a done" and Public Comments: (1) struck out "he" on second line.

Jane made the motion to accept minutes, as corrected, with Jack placing the second. Motion passed-all ayes.

Berrien County Sheriff Report: Printed-no officer present

UNFINISHED BUSINESS:

Township Rules Manual – parliamentary procedure research: Parliamentary books to be returned to library by Irene, workshop set for August 8, 2012 @ 10:00 am.

Drain Commissioner – Blue Jay Drain Consolidation - preliminary inspection report: Meeting set for August 4, 2012 @ 9:00 am with the Drain Committee to go over the information and blueprints received from Roger Zilke.

Baldwin Water – waiting for Lake Twp notification of disconnection. Irene will be following up on this.

Fund Balance Policy: Workshop set for August 8, 2012 @ 9:00 a.m.

NEW BUSINESS:

Zoning Application Fees Resolution: We will be adding this to our August 8, 2012-10:00 a.m. meeting.

Web page discussion: Research will be done. Jane made the motion to table this discussion until more information is available, Jack placed the second. Motion carried-all ayes.

Truth in Taxation: Angela Kirby reported, in the meeting prior to our regular meeting, that if we do not approve the .8395 to keep our present levy, our tax base would be reduced to .8316.

Melodie made the motion to levy .8395, for the Township millage, and retain the 1 mill for the Fire Department. Wanda placed the second. Roll call vote-all ayes.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances: All accounts reconciled. On the account balance report, Jane has added the CD's for each company. The board will have actual copies of the CD's.

CLERK: Melodie Culverhouse – Accounts payable:

General:	\$8,025.80
Fire	\$4,036.92
Ambulance	\$2,211.27
Water/Sewer	\$6,817.69

Jack asked Chief Hojara about the invoice for First Due Fire Supply- Jack explain this was for a White fire helmet and face shield for the assistant fire chief.

Jack made the motion to approve the bills and accounts payable, with Jane placing the second. Roll call vote-all ayes

Emergency Management-Did not attend.

Medic I: Eighteen calls.

FIRE: Jack Hojara: Call's for June-1 pole Fire, 2 P.I's and 1 Field Fire.

A Pancake breakfast will be held on August 26, 2012 from 8-11:00 a.m.

ROAD COMMITTEE: Gary Sommers – report – printed: Requested the board approval for this committee to speak to the BCRC regarding some items of concern. Supervisor Oman queried the rest of the board and approved their request to meet with BCRC, without any Board objections Also, reported that Log Cabin and Baldwin had been patched.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed

Paul requested \$1,000.00 for flyers, post cards and signs to promote the Park Millage.

Melodie will contact Attorney Bell to see if we can spend township money for this. When we have answers we will hold a special meeting.

PLANNING COMMISSION - Mike Metz – report-printed

ZONING ADMINISTRATOR: Robert Kaufman – report-printed

BUILDING INSPECTOR: The contract for our building inspector was presented with the changes. Some changes still need to be made on the contract.

1. Date of contract? Ninety days from 4.1.12?
2. What date signed-7.1.12?

ENFORCEMENT OFFICER: Nothing reported

SWAG: Mike Metz –no report

Public Announcements: None

Public Comments:

1. Elizabeth Palulis thanked the Fire Department for fixing the flags.
2. Wanda read a statement regarding, what she feels, are irregularities relating to the upcoming election and presented a motion regarding campaigning on the township property.

Motion will be sent to Attorney Bell, by Melodie on Thursday, to see if this is not already covered under the Federal and State laws.

Jane placed the **motion to adjourn** the meeting at 8:21 pm, with Jack placing the second. Motion passed.

Respectfully submitted,

Melodie Culverhouse-Clerk

7/30/2012 1:21 PM

**WEESAW TOWNSHIP
Truth in Taxation Hearing
Weesaw Township Hall**

July 25, 2012

Hearing called to order by Supervisor Oman at 7:02 p.m.

Board members present: Jane Tackitt, Wanda Green, Irene Oman, Jack Jones and Melodie Culverhouse

Assessor, Angela Kirby, reported that if did not to continue the millage rate of .8395, the Headly Act would reduce our rate to .8316, which would mean a .87/yr. reduction for a tax payer owning a \$100,000 house.

The fire department would also have a reduction in tax income; they are currently at 1 mill.

This reduction, if we did not vote on this issue, would take effect for the 2012 winter taxes.

Hearing closed at 7:13 p.m.

Respectfully Submitted,
Melodie Culverhouse, Clerk

**Weesaw Township
Special Meeting
8/3/12
Policy for No Campaigning
Expenditure for Park Millage**

Meeting called to order by Supervisor Oman at 11:00 a.m.

**Board Members Present: Irene Oman, Jane Tackitt, Jack Jones and Melodie Culverhouse,
Jane Tackitt arrived at 11:03.**

Attorney Sara Bell emailed her findings, on the campaigning issue on Township Property, and included what MTA's Catherine Mullhaupt had to say on this issue. The

information mainly came down to the First Amendment and a person's Freedom of Speech.

Wanda and Irene were going to contact Catherine and were to get verification regarding campaigning beyond the 100 ft. entrance to the building. After contacting Catherine the decision to hold another special meeting, on Monday, will be made. If this meeting, were to be held, it would be at 9:00 a.m. on Monday Aug. 6th.

Regarding the Park Millage expenditures, Attorney Bell also let us know that the Township could not pay for any information that would try to influence the vote either way, but could have a flyer reminding the Township residents of the new parks millage on the Nov. 2012 ballot, along with the ballot language, this could be printed at the township hall and included with sewer bills or tax bills.

Meeting adjourned at 11:43 a.m.

Respectfully submitted,

Melodie Culverhouse, Clerk

**Weesaw Township
Fund Balance and Rules
Workshop
August 8, 2012**

Supervisor Oman called the Fund Balance Workshop to order at 9:00 a.m.

Members present: Jane Tackitt, Wanda Green, Irene Oman, Jack Jones and Melodie Culverhouse.

Supervisor Oman stated that since there will be a new board, as of November 20, 2012, she felt

The Fund Balance and Rules should be left until the new board takes office.

After a short discussion, Melodie made the motion to adjourn the workshop for the Fund Balance and for the Rules, with Jack Jones placing the second. Motion passed with all ayes.

Meeting adjourned at 9:15 a.m.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk

**WEESAW TOWNSHIP
Audit Workshop
August 14, 2012**

Workshop was called to order by Clerk Culverhouse, in the absence of Supervisor Oman, at 9:36 a.m.

Board Roll Call: Jane Tackitt, Wanda Green, Jack Jones, Melodie Culverhouse-Irene Oman was present at 9:59.

Mike Layher and Audrey Salesberry were in attendance, from Shafer & Layher.

Mike informed the board that the draft copies of the audit would be collected at the end of the meeting, as the draft from 2011 was sent to the State of Michigan by someone.

Mike went over every page of the draft.

Public comments:

1. Mary Ann Wittlieff asked about the fire department and their 501c3.
2. Jack Dodds asked about assigned and unassigned monies.

Jane had to leave the meeting at 11:37.

Wanda made the motion to adjourn at 11:50, with Jack Jones placing the second. Motion passed with all ayes.

Respectfully submitted,

Melodie Culverhouse
Weesaw Township Clerk

Weesaw Township Board

Regular Meeting

August 22, 2012

The meeting was called to order by Supervisor Oman at 7:30 p.m.

The Pledge to the Flag was recited by all.

Set/Amend Agenda: Jack Jones made a motion to add MTA on the Road to the new business portion of the agenda, Jane placed the second. Motion passed with all ayes.

Public comments on agenda items: None

Roll Call Attendance

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse, Jack Jones

All board members present.

Approval of minutes: July 25, 2012 – August 3, 2012, August 8, 2012 – August 14, 2012-Jack Jones made a motion to accept all minutes showing the deletion of item 3 under the public comment portion of the July 25, 1012 minutes. Wanda Green placed the second, motion passed all ayes.

Berrien County Sheriff Report: Printed-No officer present.

NEW BUSINESS:

Auditor Report 2011/2012-Mike Layher and Audrey Salesberry were present to present the 2011/2012 audit. Mr. Layher stated that the audit was clean and all fund balances were positive. Jane Tackitt made the motion to accept the audit, as presented, with Wanda Green placing the second. Motion passed with all ayes.

MTA on the Road: Fund Balance & Road Commission classes, September 11, 2012 afternoon classes. Jane made a motion to have Jack Jones, Wanda Green and Gary Sommers attend the MTA on the Road meeting on Sept. 11, 2012, afternoon classes only, for \$60.00/person and plus mileage reimbursement. Melodie placed the second. A roll call vote was taken with all board members voting aye.

UNFINISHED BUSINESS:

Baldwin Water – Irene stated there has been no correspondence from our Attorney regarding this matter.

Web site-Our current web site owned by Irene will be discontinued as of November 19, 2012, per Supervisor Oman. The new board will be responsible for a new site.

Zoning Application Fees Resolution: This resolution still needs work done on it.

Park Millage notice: Per our attorney and MTA, a flyer may be copied at the township hall, as long as it is just for informational purposes only. This has not been approved by the Board.

Paul stated that there will be a committee set up to do the flyers and the mailings. The cost of the flyers, mailings and advertisement will be funded through donations and a Taco Supper fundraiser.

This committee will be done by concerned citizens and not have anything to do with the board, and will be handled legally.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances-Jane reported all accounts reconciled and Jane stated the CD's will show on the balance report quarterly.

CLERK: Melodie Culverhouse –

Accounts payable/checks written:

Ambulance: \$2,211.17

General: \$17,310.81

Fire Department: \$5,999.90

Water/Sewer: \$2,750.95

Jack Jones made the motion to approve the AP & Checks written with Wanda Green placing the second. Roll call vote-all ayes.

Emergency Management: Mr. Thomas Mefferd-area 5 FEMA representative was the speaker. Copies of emergency supply list are on the table along with a Disaster preparedness campaign flyer. If anyone would like more info go to: www.swmiready.org.

Mr. Mefferd stated that the local government is first to respond with everything set up and functional within 24 hours-if the state is called it is 48 hrs. and the Federal Gov., is called, the respond time was within 72 hours.

The New Madrid, Missouri, Fault is 10 years over when it was predicted to have an impact on our area.

Medic I: There were 18 runs in June. Shafer & Layher is Medic I's accounting firm and the audit was completed and everything was good.

FIRE: Jack Hojara-There were 5 calls for the month of July.

Chief Hojara requested six (6) firefighters attend a Tanker Shuttle Transfer training seminar on September 6-10, 2012, the cost is \$15.00 each. Melodie made the motion to send 6 firefighters to the Tanker Shuttle Transfer Seminar, with Wanda placing the second. A roll call vote was taken with all board members voting aye.

Chief Hojara presented a new firefighter he would like to hire, Scott Schutze, Mr. Schutze has no training. Wanda made the motion to hire Scott Schutze with Jack placing the second. A roll call vote was taken with all board members voting aye.

A Pancake Breakfast will be held on August 26th from 8-11 a.m., the cost will be \$4.00 for adults; children free.

ROAD COMMITTEE: Gary Sommers – report – printed

A workshop with BCRC is scheduled for August 30, 2012 at 9:00 am to go over the projected road work and costs, to the twp.

Aspen road will be having a tube put under the road, at no cost to the Twp, per Dave Fritz of the BCRC.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed-

1. Paul requested, after much research, we purchase a slide to replace the slide that has a hole in it at the park. The total cost would be around \$470.00 and would be installed via volunteers. Melodie made the motion to purchase the slide presented, with Jack Jones

placing the second. Roll call vote-all ayes.

2. In the park fund there are donations of \$780.86 to be used for park improvements. Paul requested we use this money, plus monies from an anonymous donor, to purchase the ECR4KIDS 8 Piece Climb and Play set, the cost being \$859.00. Melodie made the motion to purchase the Climb and Play set, at no cost to the Township other than the donations, with Wanda placing the second.

Roll call vote-all ayes.

A Taco night is being planned to raise money to cover the cost of flyers and advertisement, for the Park Millage, on September 22, 2012, at the NT Community Center.

PLANNING COMMISSION - Mike Metz – report-printed-Everyone attending the MTA on the Road training stated that the training was well worthwhile.

ZONING ADMINISTRATOR: Robert Kaufman – report-printed

BUILDING INSPECTOR:

SWAG: Mike Metz –no report

Public Announcements:

Public Comments: One (1) minute limit per person per issue.

1. Elizabeth Palulis asked if we had a procedure for burning garbage. Jack Hojara stated we have no burning ordinance and that we go by the States of Michigan's statutes. If there is a problem call 911.
2. Sandy McKamey requested info on the trails project-was told this is a long term project and it will be awhile before we see anything.
3. Sandy McKamey wanted to know if we had insurance to cover volunteers installing the playground equipment.

Wanda made the motion to adjourn at 8:51 p.m. with Jack placing the second. Motion passed with all ayes.

Respectfully submitted,

Melodie Culverhouse, Clerk

**Weesaw Township
Workshop for Twp Fund Balance
May 9, 2012**

The workshop was called to order by Supervisor Oman at 8:05 pm.

Board Members present: Wanda Green, Irene Oman, Jane Tackitt and Melodie Culverhouse and Jack Jones

Irene presented the board members with a spreadsheet that included Ordinary Income/Expenses and expenses that were above the Ordinary Expenses showing that

we've spent \$454,503.63 for other expenses such as Park Purchase, Repairs and Maintenance, Road Repair and Maintenance and the Close Drain.

Another meeting will be scheduled for what should be for minimum unassigned fund balances, committed fund balance, etc.

All changes will be done and typed at the time we complete the Weesaw Township Fund Balance Policy.

The meeting was adjourned at 8:54 pm.

Respectfully submitted,

Melodie Culverhouse
Weesaw Twp Clerk.

Weesaw Township Board

Regular Meeting

September 26, 2012

The meeting was called to order at 7:30 p.m. by Supervisor Oman.

The Pledge to the Flag was recited by all.

Set/Amend Agenda: Wanda Green requested that the downed tree limb, at the New Troy Cemetery, be added to the agenda. Melodie made the motion to add this to the new business area of the agenda with Jack Jones placing the second. The motion passed with all ayes.

Public comments on agenda items: None

Roll Call Attendance:

Wanda Green, Irene Oman, Melodie Culverhouse and Jack Jones were present. Jane Tackitt was absent.

Approval of minutes: August 22 & September 6, 2012: Jack Jones made the motion to accept the minutes, as printed, with Wanda Green placing the second. Motion passed with all ayes.

Berrien County Sheriff Report: Printed-No officer present.

UNFINISHED BUSINESS:

Baldwin Water – waiting for Lake Twp notification of disconnection-Irene stated she has contacted John Gast, three times, and has not gotten any definite answers.

Zoning Application Fees Resolution-This will be handled at a special meeting on October 4, 2012 @ 9:30 a.m.

Motion for Lach Meeting June 11, 2012: Irene made a motion to add the motion and a copy of the counter-offer, to our minutes, with Jack placing the second. Motion passed with all ayes. (Copy Attached)

NEW BUSINESS:

Snow removal ad and bid sheet: Shoveling and salting of the sidewalks were added to the snow bid. The bids must be received by 10/23/12 and will be opened at regular meeting on 10/24/12. Specs will be available at the Twp Hall, as well as on the Twp web site. Wanda made the motion to approve the bid specs, and the placing of an ad in the newspaper, with Jack placing the second. A roll call vote was taken with all present voting aye.

Nimitz/Rantz Drain: Melodie reported that the original resolution was signed on August 22, 2011 the drain commission felt the \$5,000.00 they spent on the project would be sufficient. Mr. Williams has come into the office several times and requested more be done to alleviate the flooding problems. A new resolution was presented and it was felt we needed more information prior to approving it.

Melodie to contact the Drain office and get an estimate for these repairs.

Boyle Lake Culvert: Because of the unrest at the Road Commission, it was felt we should place a hold on this project until new personnel is in place and can look over this project and report back to us.

Insurance Renewal: Melodie had presented each board member will the proposed coverage from Burnham and Flower Insurance prior to the meeting. It was recommended that we inform them of the new "Turnout Gear" the fire department will be receiving, to be sure we have enough replacement costs built into the quote when we receive it. Melodie will contact Burnham and Flower and relay this information.

Downed tree limb at New Troy Cemetery: Bid received from Schillers Nursery. Scott Bolin from Sidonia Tree Service was in the audience and requested a chance to bid on this. We will discuss this at our special meeting on Oct. 4th.

There were several headstones damaged when this limb came down and will need to be repaired.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balance: In Jane’s absence, Melodie reported that all accounts had been reconciled.

CLERK: Melodie Culverhouse:

Accounts payable:

Baldwin	\$150.00
Ambulance	\$2,211.17
Fire Dept. received.)	\$33,455.35 (Ck for new turn Out Gear to be held until
General Locksmith)	\$20,876.89 (Melodie explained the bill for \$50.00 for Rice
Water/Sewer	\$4,591.17
CA Wtr/Sewer	\$7,909.00

Jack Jones made the motion to approve payment of the amounts stated with Wanda Green placing the second. A roll call vote was taken with all present voting aye.

Emergency Management:

Melodie reported that the reports from the Palisades Plant are not good; they had to drain a 300 thousand gal tank several times before the leaks were fixed. NRC is doing an inspection every 10 days. Palisades is at a level 3 and at a level 5 the plant is shut down.

There was an Anhydrous Ammonia Spill at Advanced Products- Hazmatt teams were called in as well as the fire department and emergency management team.

FEMA will be doing a new Floodplain Project-This will research floodplains from the lake to three miles east of the lake.

Medic I: There were 20 calls for the month of July.

FIRE: Jack Hojara: Jack was concerned about some paint purchased at A & J Hardware that got charged to the Fire Department-Melodie explained a General Fund Account was supposed to be set up for purchases other than the Fire Department-this did not happen and the

paint for the bridge was paid out of the General Fund and did not go on his budget. Jack left the meeting.

Irene went to the fire department to ask Jack when the Trick or Treat would be held, the date for this event is: October 27, 2012 from 5:00 p.m. – 7:00 p.m. with the Halloween Party to follow from 7:00 p.m. – 9:00 p.m.

ROAD COMMITTEE: Gary Sommers – report – printed: The Road Commission is being reorganized and Jack Dodds stated the committee would like to talk to the new commission members regarding the Boyle Lake Culvert and projects we would like to have completed this year. They were given the OK to contact the Road Commission.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed

Paul reported that on Thursday the first meeting with the Western University and Abonmarche, will be held for the trail project.

On Saturday the Park Volunteers are planning on setting up the new play equipment.

Wanda questioned a charge of \$540.00 on the agreement with Abonmarche and Paul informed us that the agreement has changed and that for the \$2,140.00, we've spent, the survey would be done, the cost for a survey is between \$5000.00 and \$10,000.00, saving us money. Wanda received a copy of the contract from Sandy McKamey, who had contacted Abonmarche for a copy of the agreement.

The first Taco dinner to make money for the Park Millage was a success and another will be held on Wednesday October 10, 2012 @ 5:00 p.m.

PLANNING COMMISSION - Mike Metz – report-printed

ZONING ADMINISTRATOR: Robert Kaufman – report-printed

BUILDING INSPECTOR: Report Printed

ENFORCEMENT OFFICER: Report Printed

SWAG: Mike Metz –no report

Public Announcements:

Public Comments: One (1) minute limit per person per issue.

1. **Janna Riley stated that this is a public meeting and it should be cordial and people should be keeping personal feelings out of comments.**
2. **Mary Ann felt the slide, purchased for the park, was not a commercial usage.**

Wanda made the motion to adjourn the meeting at 8:50 p.m. with Jack placing the second.

Respectfully submitted,

Melodie Culverhouse

Clerk

**Weesaw Township
Special Meeting
October 16, 2012**

The meeting was called to order by Supervisor Oman at 9:30 a.m.

Roll call was taken with the following board members present:

Wanda Green, Irene Oman, Jack Jones and Melodie Culverhouse

Absent: Jane Tackitt

The first order of business was the Berrien County Road Commissions Letter of Authorization to replace 60' of 18" culvert crossing Boyle Lake Road.

We were informed, by the Road Committee and by Jack Jones, that the Road Commission stated that, if we pay for this out of our accounts payable, we would only be charged \$1,000.00 and BCRC would pay the other \$1,000.00, if we paid for this out of our matching funds the cost would be \$2,000.00.

Melodie called BCRC and spoke to ~~Derrick~~ Derek Perry to confirm we would only be paying \$1,000.00 instead of \$2,000.00, if we approved paying for this project via an A/R invoice. Derrick confirmed what we had been told.

Wanda made a motion to approve the letter of authorization, for the Boyle Lake Culvert project, for an estimated cost of \$1,000.00, per the conversation with Derrick Perry, to be paid out of our accounts payable. Jack placed the second, and a roll call vote was taken with all present voting aye.

The second order of business was the Road Committees 2012 Project 1 proposal. This proposal included Hot Mix for the following roads:

1. 40' on Kaiser Rd., Willow Harbor Hse. #3223, Both shoulders, at a cost of \$147.00
2. 400 ' on Kaiser by Hse #2752, at a cost of \$1,559.00
3. 20' on Kaiser Rd w/o Cleveland, at a cost of \$263.00
4. 130' on Pardee n/o Warren Woods, at a cost \$1,680.00

The total cost for this proposal is \$3,796.

Melodie made the motion to approve the Weesaw Township 2012 Project 1, as presented by the Road Committee, not to exceed \$3,796.00 and to be paid by Matching Funds.

Jack placed the second, and a roll call vote was taken with all present voting aye.

The meeting was adjourned at 9:53 a.m.

Respectfully submitted,

Melodie Culverhouse
Clerk

Weesaw Township Board

Regular Meeting

October 24, 2012

The meeting was called to order by Clerk Culverhouse, Supervisor Oman was not present because of a family emergency.

The Pledge to the Flag was recited by all.

Set/Amend Agenda: Wanda Green requested that Headstone repair, for the two cemeteries, be added to the agenda.

Wanda made the motion to add headstone repair, by Mr. Cooley, to the agenda with Jack Jones placing the second. Motion passed with all ayes.

Public comments on agenda items:

Roll Call Attendance

Wanda Green, Irene Oman, Jane Tackitt, Melodie Culverhouse, Jack Jones.

Roll call was taken, all members, except Irene Oman were present.

Approval of minutes: September 26 and October 16, 2012

Gary Sommers noted that the first name of the BCRC representative should be spelled Derek.

Wanda made the motion to accept the minutes, as presented, with the correction of the spelling of Derek with Jack placing the second. The motion passed with all ayes.

Berrien County Sheriff Report: Printed

UNFINISHED BUSINESS:

Baldwin Water – waiting for Lake Twp notification of disconnection

NEW BUSINESS:

Opening of snow removal ad and bids:

Melodie stated that there were three bids received and only two included insurance certificates. Each bid was opened and the price, of each area to be plowed, was read.

Wanda made the motion to accept the lowest bid with Jack placing the second. Melodie stated that the bid was from Seeder & Company. A roll call vote was taken, the motion passed with all ayes.

Township insurance renewal: Each member of the board had received a copy of the insurance renewal, prior to the meeting, the renewal showed an increase of \$302 from 2011-this was tabled so the new board can have a meeting with Jeff McCray before approving the new bid.

Melodie will try to set a meeting for November 26, 2012 at 7:00 p.m. with Mr. McCray.

DEPARTMENT REPORTS:

Treasurer: Jane Tackitt – Account balances-Jane stated all accounts were reconciled and the winter taxes will be out by the end of November.

CLERK: Melodie Culverhouse –

Accounts payable:

Ambulance: \$2,211.27- Water/Sewer: \$19,425.07-Fire: 33,012.81 and General \$34, 302.56. Jack felt we should not be paying the invoice from Paul Pantaleo for expenses and mileage for the parks for \$554.46 as this was not approved prior to the invoice being presented.

Jack made the motion to invoices presented, without the invoice for Pantaleo. Wanda placed the second and a roll call vote was taken with Jane, Wanda and Jack voting aye and Melodie voting no. The motion passed.

Emergency Management: Melodie did not attend this meeting.

Medic I: There were 8 calls for the month of August.

FIRE: Jack Hojara: Jack reported that there were three calls for the month of September and that thirty four Headstart students came to the fire station and were presented smoke detectors that were given to us by Servpro.

The Halloweed party would be held on October 27th from 7-9 p.m. with trick and treat from 5-7 p.m.

Jack requested names for people to receive Christmas baskets and they would be delivered on December 20th.

Jack present the board with a new fireman: Shane Schmaltz would with Lake Township and has all his training.

Wand made the motion to accept Shane Scnmaltz as a new fireman with Jack placing the second. Motion passed with all ayes.

ROAD COMMITTEE: Gary Sommers – report – printed-Gary stated that D. Perry has not contact4ed them regarding the Hot Melt proposal approved at the special meeting and he was told to contact BCRC to see when the projects would be done.

PARKS AND RECREATION COMMITTEE – Paul Panteleo-report-printed

PLANNING COMMISSION - Mike Metz – report-printed

ZONING ADMINISTRATOR: Robert Kaufman – report-printedBUILDING INSPECTOR:

ENFORCEMENT OFFICER:

SWAG: Mike Metz –no report

Public Announcements:

Public Comments: One (1) minute limit per person per issue.

Adjourn: _____pm

10/30/2012 12:21 PM



**WEESAW TOWNSHIP
New Troy, MI 49119**



REGULAR BOARD MEETING MINUTES

November 28, 2012

The meeting was called to order by Supervisor Sandy McKamey at 7:30 p.m. The Pledge of Allegiance to the Flag was recited by all present.

- Roll Call by Clerk Green: Members Present: Wanda Green, Jack Jones, Sandy McKamey, Gary Sommers, Jane Tackitt. Introduction of New Board Members followed.

- **BERRIEN COUNTY SHERIFF'S DEPT. REP:** Deputy Sullivan presented the Township and County September statistics: TOWNSHIP: 23 complaints, 2 tickets issued in Twp., 5 arrests.

- **SET/AMEND AGENDA ITEMS:** As 5th / 3rd Bank requires that the Township provide them with minutes indicating who the authorized signers of checks are to be, Tackitt offered a motion, Green supported, that we add this item to the Agenda . Voice vote, all ayes, motion carried. This will be discussed under "New Business."

- **HEARING OF PERSONS PRESENT ON AGENDA ITEMS:** None

- **APPROVAL OF MINUTES:** On the October 24 minutes, there were two errors to be corrected: page 3 Public Comments #2 – change from Jane Hojara to Jack Hojara, and page 2 Road Committee change from Hot Melt to hot mix. Motion by Jones, supported by Sommers, to approve minutes of October 24 as corrected, and Special Minutes of November 20 and November 26 as written. Voice vote, all ayes motion carried.

- **CORRESPONDENCE:**
 - There was notification of 3 Township Board training workshop/conference (the first conference verbiage on the Agenda was not correct): McKamey suggested that all board members try to attend the ½ day free workshop "Welcome to the Township Board" in Okemos (which would cost the township for mileage only). All members stated they will try to attend, and Green will notify the presenters of the Workshop that 5 from Weesaw will attend. McKamey requested that Green make reservations for her to attend the MTA Annual Conference in Detroit, with the expenses to be: Conference \$279, hotel \$137/night + tax; parking \$15/day, food and mileage. Regarding the November 19 workshop no board members indicated their ability to attend. It is also the December Township Board scheduled meeting night.
 - Moore, Klassner & Hess Drain #332. Jones and Sommers will attend the Drains' meeting on 12/4/12, 9-5 BC Ad Center, St. Joseph
 - Motion by Green, supported by Tackitt, to approve the required expenditures for board members to attend the workshops and the Drains meeting. Roll call vote, all ayes, motion carried.

- **APPROVE EXPENDITURES:** Green explained she had paid the \$100 November Sewer billing to Terry Snyder from the General Fund, as payroll was not set up in QuickBooks. Terry was in the audience and stated that all sewer information is on the receptionist's computer including payroll, thus Green stated she will void the General Fund check of \$100, and reissue a \$100 check from the Sewer Fund. Motion by Tackitt, supported by Sommers, to approve both Green's and Melodie Culverhouse's expenditures, as amended. Roll call vote, all ayes, motion carried.

- **DEPARTMENTAL REPORTS:**
 - **Treasurer:** Tackitt reported that the bank statements had been reconciled, and that tax bills will be going out at the end of the week.
 - **Fire:** Fire Chief Jack Hojara reported 8 calls – 4 PI's, 3 power lines, and 1 structure. He also requested approval of purchase of 3 new radios, and a base unit, for a total for all equipment to be \$1,818.50. The radios are too old and need to be upgraded. He reported it is mandated by Govt. FCC regulations. Some radios cannot be reprogrammed. They will all be reprogrammed this week. He stated there is money in the budget. Motion by Jones, supported by McKamey, to purchase the 4 units & accessories as requested at a cost of \$1,818.50. Roll call vote, all ayes, motion carried. Hojara also stated that he has an application for a new firefighter, Alex Smith, who has already passed Firefighter I and II training. Motion by Sommers, supported by Tackitt, to hire Alex Smith, as recommended by Fire Chief, Jack Hojara. Voice vote, all ayes, motion carried. The Fire Dept. will be handing out Christmas baskets on December 20.
 - **Building, Zoning & Enforcement Reports:** copy provided.
 - **Planning Commission Minutes:** copy provided. Planning Commission Chairman Mike Metz informed the board he had provided verbiage to the Board for amending the Ordinance Book and a copy of the State law supporting this, which says that mining is permitted in all zones. Public Hrg. Is scheduled for December 18. Metz wants the Township Board to review and be prepared to possibly vote on it at the next Board meeting, He also mentioned he has provided a suggestion regarding staggering Planning Commission members terms of office. McKamey said this would be discussed at next month's meeting.
 - **Parks' Committee:** copy provided.
 - **Roads Committee:** copy provided. Sommers informed that the hot mix which was approved was completed. There is a problem regarding Aspen Rd. drain. Jim Daniel stated that he will let the Road Commission know about the trash being run over and torn apart by mowers. Motion by Green, supported by McKamey, to send a thank you note to the 4 men who completed the hot mix. Voice vote, all ayes, motion carried.

OLD BUSINESS – None

NEW BUSINESS:

- **APPROVE VOLUNTEER COMMITTEES' BY-LAWS:** Motion by Green, supported by Sommers, to approve the Volunteer Committees' By-Laws as presented. Voice vote, all ayes, motion carried. Copy to be provided to committees.
- **APPROVE NEW/REVISED TOWNSHIP FORMS:** Motion by Sommers, supported by Jones, to approve the following forms for usage in the Township: Request to Attend; Daily Contact(s) Time Record & Other Contact(s); Revised Timesheet; Revised Expense Report. Voice vote, all ayes, motion carried.
- **MTA CONFERENCE:** Already addressed previously.
- **FAX MACHINE:** The Township is in need of a fax machine, as the present one is not working properly. Motion by McKamey, supported by Tackitt, for Green to purchase a fax machine of up to \$200. Roll call vote, all ayes, motion carried.
- **APPOINTMENT OF BOARD OF REVIEW MEMBERS:** 2 ZBA members – John Edwards and Ruth Skinner – have resigned from the Board of Review. George Freehling is going to continue. We need to replace the 2 members. Motion by Tackitt, supported by Jones, to replace Ruth Skinner with Charles Vallance. Voice vote, all ayes, motion carried.

Mike Metz stated ZBA needs members as well.

- **APPROVE EXPENDITURE FOR WEBSITE SET-UP:** Motion by Green, supported by Sommers, to approve up to \$500 for the website set-up. Roll call vote, all ayes, motion carried.
- **COMCAST INTERNET/4-PHONE LINES:** McKamey received a bundle price of \$221.75 for internet and 4 phone lines. Mike Metz explained why this may not be a good idea for Weesaw. McKamey tabled until additional information is obtained.
- **Burnham & Flower Insurance:** We received the breakdowns from B&F – General Fund \$6,323; Fire Fund \$9,484; Cemetery \$499; Sewer Fund \$333. Motion by Sommers, supported by Jones, to pay the premiums out of the various funds as designated by B&F. Roll call vote, all ayes, motion carried.

PUBLIC COMMENTS: It was suggested that we contact Lawnsapes regarding the fall clean-up in the New Troy Cemetery not looking nice. Green will contact them. Terry Snyder reported that she saw a black Chevy truck dumping debris over the hill. Did not know who it was. Metz inquired if someone would be going to the Emergency Management. McKamey responded that Jack Hojara would. Question regarding receptionist position, and we will be looking into possibly getting a co-op student. John Proos' representative (Adam M) make a short presentation regarding Rep. Proos' willingness to help the Township wherever possible. Gary Sommers queried him regarding roads funding, and asked for a written update from Proos.

ADJOURN: Motion by Tackitt, supported by Green, to adjourn at 9:20 p.m. Voice vote, all ayes, motion carried.

Respectfully submitted,

Wanda Green

Clerk



WEESAW TOWNSHIP
New Troy, MI 49119



SPECIAL MEETING MINUTES
December 4, 2012

The Special Meeting was called to order by Supervisor Sandy McKamey at 6:33 p.m. The Pledge of Allegiance to the Flag was recited by all present.

- **Roll Call by Clerk Green:** Members Present: Wanda Green, Jack Jones, Sandy McKamey, Gary Sommers, Jane Tackitt.

- **SET/AMEND AGENDA ITEMS:** Sommers requested amending the Agenda and adding feedback regarding the Moore, Klassner & Hess Drain #332; and also the Blue Jay Drain Consolidation Project; Green requested that we amend to approve an additional \$29.98 for purchase of the new Township fax machine; McKamey requested to amend Agenda to request from Paul Pantaleo a copy of the receipt for the playground equipment; Green requested adding approval of purchase of township Receipt Books; and giving the Assessor's printer to the Fire Dept. McKamey amended the Agenda to add hiring of a Township Receptionist. Motion by McKamey, supported by Jones, to add these items to the Agenda.

- **HEARING OF PERSONS PRESENT ON AGENDA ITEMS:** None

- **APPROVAL OF CORRECTED NOVEMBER ACCOUNTS PAYABLES:** Motion by Sommers, supported by Jones, to approve the November payables in the amounts of General Fund \$19,706.56, Fire Dept. \$12,673.28, Ambulance \$2,211.27, and Sewer Fund \$559.91. Roll call vote, all ayes, motion carried.

- **APPROVAL OF DESIGNATED CHECK SIGNERS:** As the Board inadvertently neglected to vote at the last meeting as to whom the designated check signers would be for Weesaw Township's checking accounts, as required by 5th/3rd Bank. This is required in motion form in Township Minutes. Motion by McKamey, supported by Tackitt, to designate Treasurer Jane Tackitt, Clerk Wanda Green, Deputy Treasurer Michelle Tackitt and Deputy Clerk Mary Ann Wittlieff when she is able to take the oath of office, as designated check signers. 5th/3rd also needs to remove Melodie Culverhouse and Terri Snyder and/or any others from the check signer's list. Roll call vote, all ayes, motion carried.

- **MOORE, KLASSNER & HESS DRAIN #332:** Trustees Jones and Sommers had attended a meeting in St. Joseph today concerning this drain, as well as the Blue Jay project. Sommers stated we needed to have this information promptly, as there are

decisions which need to be made immediately. He further reported the drain is located south of the Blue Jay project. Weesaw Township's percentage amount changed from 10% to 5%, or \$26,250 total. We can pay this amount in full before December 28, 2012; or if we wait until April and pay the assessment over a period of 7-10 yrs. Payment would have an additional 3% interest added. McKamey questioned whether or not this had ever come before the Board for approval. She will contact Roger Zilke regarding this issue. Sommers did not know what the property owners' share will be, or how many are involved in the project.

- **BLUE JAY DRAIN CONSOLIDATION PROJECT:** Update on Blue Jay Drain: Roger Zilke is still working on it. He told Sommers and Jones that the Township Drains Committee needs to now get involved. Roger Zilke had requested that one person from the Township Drains Committee meet with him to make a recommendation, not the entire Committee. Mr. Zilke would like input from the Committee by February. Actions items: 1) Sommers and Jones will call a meeting with the Drains Committee as soon as possible and present the updates. 2) They should find out who will serve as Chairperson for the Committee. 3) McKamey will call Mr. Zilke and ask him to provide documentation regarding the Hess Drain, as to when it was approved and how many property owners from Weesaw are in the district.
- **APPROVE ADDITIONAL EXPENDITURE FOR FAX MACHINE:** The Canon fax machine purchased by Green cost an additional \$29.98, as she purchased the 3-yr. warranty for \$49.98. Motion by Tackitt, supported by Sommers, to approve the additional \$29.98, and to reimburse Green in the amount of \$229.98 when her credit card bill comes in, as she paid for the Fax Machine with her personal credit card. Roll call vote, all ayes, motion carried.
- **REQUEST RECEIPT & PACKING LIST FROM PAUL PANTALEO:** Paul Pantaleo delivered the plastic play set for the Park to the Township today. Motion by McKamey, supported by Jones, to approve sending a letter to Mr. Pantaleo requesting a copy of the receipt and packing list for the playground equipment for tax purposes and for possible warranty in the event of future damage to the equipment. Voice vote, all ayes, motion carried. Clerk Green will compose and send the letter on behalf of the Board.
- **RECEIPT BOOKS:** It appears the Township is almost out of Weesaw Township triplicate receipt books. Green requested bids from two firms: Superior Receipts \$157.00 for 720 receipts, and Rapid Print \$190.08, 1000 receipts. Rapid Print/Benton Harbor printed them last time. Motion by Tackitt, supported by Sommers, to purchase the 1000 receipts at a cost of \$190.00 from Rapid Print in Benton Harbor. Roll call vote, all ayes, motion carried.
- **PRINTER/FAX MACHINE TO FIRE DEPT.:** The Assessor, Angie Kirby, has indicated that she does not use her printer, which has fax capabilities, and is the same printer model that the Fire Dept. was using before theirs quit working. Motion by Tackitt, supported by Green, with Angie Kirby's consent, to give the Assessor's printer to the Fire Dept., so they won't have to purchase one, and since it is sitting there not being used. Voice vote, all ayes, motion carried.

- **HIRING OF RECEPTIONIST:** Motion by McKamey, supported by Tackitt, to place an ad in the newspaper for a Receptionist for approx. 12 hrs./week at \$8.50/hour. Voice vote, all ayes, motion carried.
- **PUBLIC COMMENTS:** Jack Dodds related that Mike Metz had called regarding the Township Website. The cost will be less than previously reported. He would like a meeting of the Website Committee to be called next week.

ADJOURN: Motion by McKamey, supported by Tackitt, to adjourn at 7:44 p.m. Voice vote, all ayes, motion carried.

Respectfully submitted,

Wanda Green

Clerk



**WEESAW TOWNSHIP
New Troy, MI 49119**



**REGULAR BOARD MEETING MINUTES
Thursday, December 20, 2012**

The meeting was called to order by Supervisor Sandy McKamey at 7:32 p.m. The Pledge of Allegiance to the Flag was recited by all present.

- **Roll Call by Clerk Green:** All Members Present: Wanda Green, Jack Jones, Sandy McKamey, Gary Sommers, Jane Tackitt.
- **BERRIEN COUNTY SHERIFF'S DEPT. REP:** Deputy Sheriff presented the Township and County September statistics: TOWNSHIP: 19 complaints, 1 ticket issued in Twp., 0 arrests.
- **SET/AMEND AGENDA ITEMS:** Motion by McKamey, supported by Green, to add "Zoning Escrow Account" to the Agenda. Voice vote, all ayes, motion carried.
- **HEARING OF PERSONS PRESENT ON AGENDA ITEMS:** Residents Paul Backus and Janna Riley requested permission to look into getting a recycle bin for the Township. They would like to talk with the Pokagons at the Casino in New Buffalo to get additional information. Motion by Jones, supported by Sommers, to add "Recycling Program" under New Business. Voice vote, all ayes, motion carried.
- **APPROVAL OF MINUTES:** Motion by Jones, supported by Tackitt, to approve Regular Board Meeting Minutes of 11/28/12 and Special Board Meeting Minutes of 12/04/12, as presented. Voice vote, all ayes, motion carried.

- **CORRESPONDENCE:**
 - Straub, Seaman & Allen – this information should be handled by the Planning Commission.
 - Self-Help Legal Resource – information on the table.
 - Emergency Mgt. – Jack Hojara will be go-to person for this.
 - BC Register of Deeds email to Irene Oman – we were cut off the website temporarily, and have been reinstated. This happened prior to our taking office.
 - USDA – we already adhere to the nondiscrimination statement requirements.

- **APPROVE EXPENDITURES:** Trustees Jones and Sommers questioned the Schaffer & Layher billing of \$375 for bookkeeping adjustments to get opening balances to agree for the former Clerk, as it was not an expenditure approved by the Board. Sommers wondered what other things may be out there. It was requested that Clerk Green contact Schaffer and Layher as to what the findings were and what was found, and then go from there for the board member to feel comfortable. Motion by Jones, supported by Sommers, to approve the expenditures, pending explanation from Schaffer & Layher of their invoice. Roll call vote, all ayes, motion carried.

- **DEPARTMENTAL REPORTS:**
 - **Treasurer:** Tackitt reported that the bank statements had been reconciled. Tackitt requested approval to send an email to Dawn/IT person at the B.C. Courthouse to provide Michelle Tackitt/Deputy Treasurer with her own sign-on for the County Computer system. Motion by McKamey, supported by Jones, to allow Jane Tackitt to get a sign-on for her Deputy, Michelle Tackitt. Voice vote, all ayes, motion carried.
 - **Fire:** Fire Chief Jack Hojara reported 1 call for November. The radios have been switched over to narrow banding. The Fire Dept. still has a few plectrons with old technology, which will be probably be switched over next month. He will see how much it will cost to have them switched over and how many there are. Members of the Fire Dept. delivered the Christmas baskets to residents, and received gift card donations from Meijer and an anonymous donor for the Fire Dept. to use for the baskets. Thank you cards to be sent by Jack Hojara to donors.
 - **Building, Zoning & Enforcement Reports:** copy provided.
 - **Planning Commission Minutes:** No regular meeting.
 - **Parks' Committee Minutes:** copy provided. McKamey reported that she was called by an Abonmarche rep, and that the proposed trails are encroaching on private land. There would need to be easements between parties involved for this to happen. Abonmarche needs to see the land surveys. Motion by Green, supported by Sommers, to send a copy of the boundary surveys as soon as possible to Abonmarche. Voice vote, all ayes, motion carried. Paul Pantaleo had delivered the Parks playground equipment to the Township Hall. It had been shipped new in 8 boxes, 4 months previous, but was not in boxes upon delivery to the Township. It will be placed in storage until we get it installed in the park next year. The

donations to the Park have not yet been substantiated for the purchase of the playground equipment.

- **Roads Committee:** copy provided. Sommers stated that there has been a request from a resident for a stop sign at Hanover and Mill Rds. We need to send a request to Brian Berndt at the B.C. Rd. Commission. There have been accidents in that vicinity. Motion by Sommers, supported by Tackitt, to pass the request along to Brian Berndt/B.C. Road Commission. Voice vote, all ayes, motion carried. Sommers stated that donuts and thank you notes had been presented to those from the Road Commission who worked on the hot mix program.
- **Website Committee:** copy provided. Question as to where we want to go with the website. Mike Metz (Chair) stated it would depend on what the Home Page says. Keep it simple at first, but purchase enough room to allow additional information later. Motion by Tackitt, supported by Sommers, to appoint Mike Metz as Chairperson and Webmaster. Voice vote, all ayes, motion carried.

OLD BUSINESS:

- **Approve Staggering Planning Comm. Members Terms:** Motion by Tackitt, supported by Jones, to approve the following expiration dates for the P.C. members: Wanda Green – 11/2016; Roger Kugler – 12/2015; Calvin Gnodtke – 12/2015; Mary Ann Wittlieff – 12/2014; Mike Metz – 12/2013. Voice vote, all ayes, motion carried.
- **Board of Review Appts.:** Motion by Green, supported by Jones, to appoint Vicky Hauch and Mary Ann Wittlieff to the Board of Review, along with George Freehling (already a member), and approve mileage and training costs for them to attend MTA training in February. Voice vote, all ayes, motion carried.
- **Approve Zoning Board of Appeals Appt.:** Motion by McKamey, supported by Green, to appoint Gary Sommers to the ZBA as the Township Board liaison, which would carry up to a 4 year term. Voice vote, all ayes, motion carried. Ordinarily, terms are 3 years, except for the board liaison, which would be their term of office..
- **Board Action for Mining Public Hrg.:** Motion by McKamey, supported by Green, to table action. Voice vote, all ayes, motion carried.
- **Funding of Drains Feedback:** Jones and Sommers met with Roger Zilke regarding the Blue Jay Drain. Mr. Zilke wants to meet with one committee member and board member. A meeting by the Township Trustees has been scheduled for 1/9/13 at the Township Hall with the Township Drains Committee. Jones and Sommers requested that McKamey's name as Supervisor be added to a letter that was drafted. Motion by Sommers, supported by Jones, to approve the letter to the Township Drains Committee with changes to the letter as requested, and the Board Liaisons, Jones and Sommers, will hand deliver it to the Drains Committee members. Voice vote, all ayes, motion carried.
- **Comcast Quote:** McKamey received a quote from Comcast for 5 phone lines and internet, includes long distance at \$246.70 per month. She will contact them to see if there is a contract period we would have to adhere to for this price, and how long, if so. Table to next month for additional information.
- **Hess Drain:** Motion by McKamey, supported by Sommers, to schedule a Township Board Special Meeting for 8:00 a.m. on Saturday, December 22, to discuss Township payment of the Hess Drain project. Voice vote, all ayes, motion carried.

- **Baldwin Rd. Update:** McKamey stated that the Township had received a brief history of the project and notice from John Gast, Supervisor/Lake Township, that they're cutting off the spaghetti line to Gnodtke's property soon.
- **Bldg. Inspector Contract Request:** It was brought up that we have never given any Bldg. Inspector a contract and we don't feel now is the time to go ahead with that. Motion by McKamey, supported by Sommers, to notify Mr. Wilder that we will not sign a 3-year contract at this time, and to notify the State of Michigan that we'd like to transfer responsibility for Building Inspections back to them. Roll call vote, all ayes, motion carried.
- **Review Escrow Account for Zoning:** Table to Special Meeting on 1/16/13 at 6:30 p.m. to discuss and take action on this issue.

NEW BUSINESS:

- **Approval of Letter to Atty. Jessica Fette:** It has come to our attention that Jessica Fette was never notified that the Township had engaged another attorney to handle our legal matters. It is our understanding that Atty. Fette was to continue on the Lach and Willow Harbor issues. It appears that Atty. Fette and Atty. Sara Bell were both working on the Myatt issue. Motion by Tackitt, supported by Sommers, to approve and send a letter to Atty. Fette making her aware that Sara Bell is attorney of record. Voice vote, all ayes, motion carried.
- **Approve Posting for Holiday Office Closing:** Motion by Tackitt, supported by Jones, to post the days the Township Hall will be closed during the holidays. Voice vote, all ayes, motion carried.
- **Recycling Program:** This issue was revisited by Paul Backus, Jr. and Janna Riley, and they would like for the township to give them a letter authorizing them to investigate the chances of our getting funding from the Four Winds Casino for a recycling bin. They would get information only and not make any commitments. Motion by McKamey, supported by Sommers, for Clerk Green to provide a letter for Paul Backus and Janna Riley to carry before the Casino authorities, and to glean information to bring back to the Township Board for the possibility of their providing a dumpster for recycling. Voice vote, all ayes, motion carried.

PUBLIC COMMENTS: There were comments regarding the Building Inspector.

ADJOURN: Motion by McKamey, supported by Tackitt, to adjourn at 9:13 p.m. Voice vote, all ayes, motion carried.

Respectfully submitted,

APPROVED

Wanda Green

Clerk



**WEESAW TOWNSHIP
New Troy, MI 49119**



SPECIAL BOARD MEETING MINUTES

Saturday, December 22, 2012

The Special Meeting to discuss payment of the Hess Drain was called to order by Supervisor Sandy McKamey at 8:21 a.m.

- **Roll Call by Clerk Green:** Members Present: Wanda Green, Jack Jones, Sandy McKamey, Gary Sommers, Jane Tackitt.

- **SET/AMEND AGENDA ITEMS:** Green requested we add the letter from Michael Somers, State of MI, to transfer Building Inspector back to the State. Motion by McKamey, supported by Sommers, to approve adding this item to the Agenda. Roll call vote, all ayes, motion carried. Motion by Sommers, supported by McKamey, to expand the discussion of the Hess Drain to other drains for which we are indebted. Roll call vote, all ayes, motion carried.

- **HESS DRAIN:** The question is whether or not we plan to pay for the Hess Drain over a 10-year period or all at once by December 28, 2012, in the amount of \$26,250. Jones and Sommers said Mr. Zilke (Drain Commissioner) would like to have a letter stating our intention: 1) Pay in full by 12/28, 2) pay when the job is completed (approx. April 1, 2013), or 3) pay over a 10-year period. If we decide on option 3, we will pay over \$4000 in interest over the 10 year period. Jim Pastryk suggested we take out a 1.5% interest CD to cover the \$4000 over the timeframe. Motion by Sommers, supported by Tackitt, to pay the \$26,250.00 over the 10 year payment plan at 3% interest, with the stipulation that if we have additional funds during that period that we can pay it off prior to the 10 years without penalty, that we should do so. Roll call vote, all ayes, motion carried. McKamey will write a letter of advice to Roger Zilke notifying him of the Board's payment decision, making mention of the stipulation that we can pay it off ahead of time without penalty if we have the funds.

EXPANDING UPON DRAINS CONVERSATION: Sommers mentioned other Drains for which we pay annually.

- **LETTER FROM MICHAEL SOMERS, DEPT OF LICENSING & REGULATORY AFFAIRS:** Mr. Rodney Wilder has requested a 3-year contract to continue working as the Township Building Inspector. Jones stated that we have never agreed to a 3-year contract to anyone in the past, and didn't feel we should start now. After speaking with State Building Inspector, Dave Rigozzi, we were provided with a "Sample Ordinance to Transfer Responsibility to the State" by Mr. Michael Somers. McKamey read the Ordinance that we need to adopt to transfer the Building Inspections back to the State of MI, inserting information that needed to be filled into the blanks of the form. Motion by Tackitt, supported by Sommers, to adopt the "Transfer Responsibility to the State Ordinance and publish as required, then forward to the State of MI as requested. Roll call vote, all ayes, motion carried. The motion passed, and was declared as such by Supervisor Sandy McKamey. Clerk Green will assign an Ordinance number, retype the Ordinance into the computer, and provide copies to the Township Board and the State of MI.

- **PUBLIC COMMENTS:** None

ADJOURN: Motion by Green, supported by Jones, to adjourn at 8:54 a.m. Voice vote, all ayes, motion carried.

Respectfully submitted,

Wanda Green, Clerk